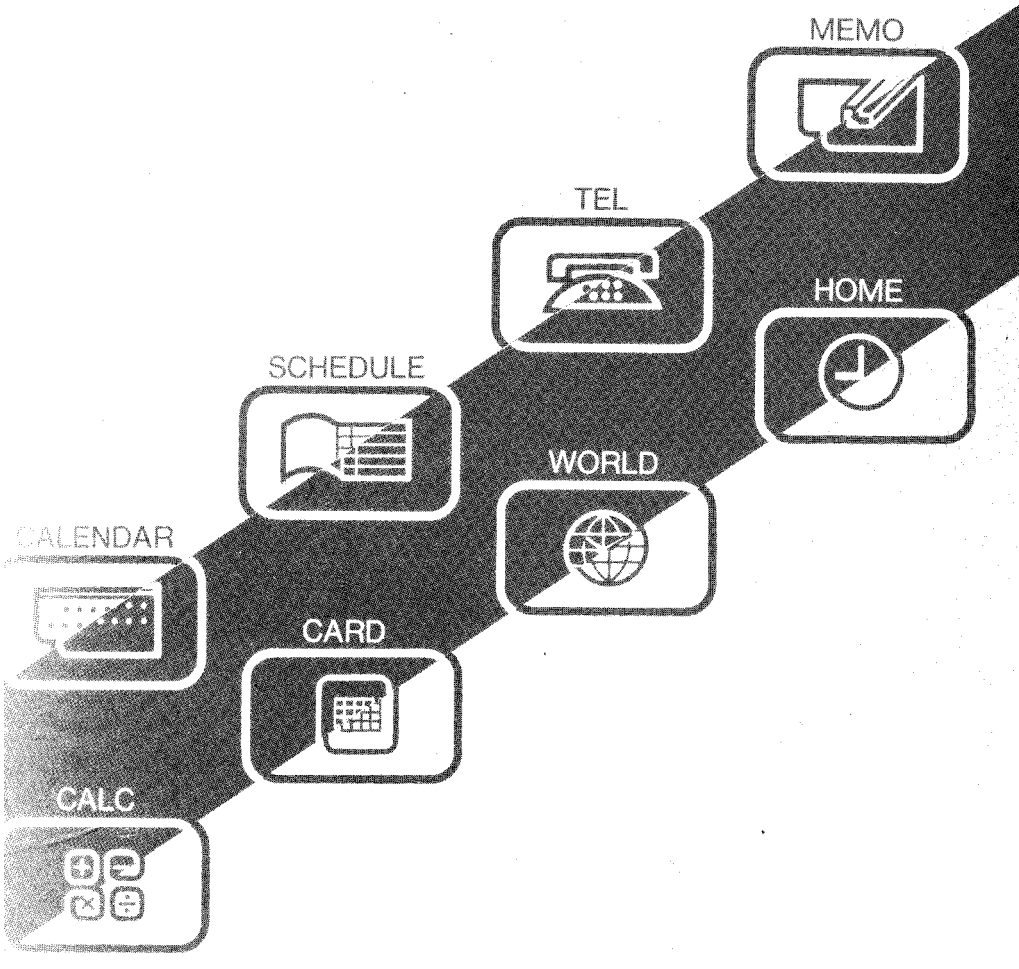
SHARP®

ELECTRONIC ORGANIZER

MODEL
IQ-7000

OPERATION MANUAL



INTRODUCTION

Congratulations on purchasing the IQ-7000 Electronic Organizer. Please read this operation manual carefully to familiarise yourself with all the features of the Organizer and to ensure years of reliable operation. Also, make it a point to keep this operation manual on hand for reference.

Before using this Organizer, make sure to remove the insulation band which covers the battery contacts and prevents battery depletion (refer to Page 9). The Organizer cannot be turned on until this insulation band is removed.

- The information provided in this manual is subject to change without notice.

NOTICE

- SHARP strongly recommends that separate permanent written records be kept of all important data. Data may be lost or altered in virtually any electronic memory product under certain circumstances. Therefore, Sharp assumes no responsibility for data lost or otherwise rendered unusable whether as a result of improper use, repairs, defects, battery replacement, use after the specified battery life has expired, or any other cause.
- SHARP assumes no responsibility, directly or indirectly, for financial losses or claims from third persons resulting from the use of this product and all of its functions, such as stolen credit card numbers, the loss of or alteration of stored data, etc.

Features of the Organizer

Local time zone clock function (HOME time)

Displays current date and time. → PAGE 36

International clock function (WORLD time)

Displays current date, time, and the difference in time between the city in question and HOME time for 212 cities around the world. → PAGE 45

Schedule function

Allows you to store important dates and events. tmportant dates wilt also be flagged on the calendar to remind you to check them. A schedule alarm can be set to remind you in advance of a scheduled time. → PAGE 50

Calendar function

Contains a calendar, which extends from the year 1901 to 2099. Important dates on your monthly calendar will be flagged, so you can check what has been scheduled for any designated day or week. Pressing a single key then gives you your weekly, and then daily, calendar → PAGE 70

Telephone book function

Three telephone lists allow you to list business and private numbers separately. Phone numbers can be recalled in alphabetical order using the sequential search function, or directly recalled by entering. → PAGE 87

Memo function

Allows you to note important details, such as timetables. Also stores price lists, etc., and can perform calculations with the stored data. → PAGE 98

Calculator

Contains a lo-digit calculator with memory. The calculator also features a paperless printer which displays all the steps of a given calculation, allowing you to scroll up and down the process. → PAGE 114

Secret function

Protects personal information. A password is required to see the information you mark as secret. → PAGE 132

User dictionary

Stores frequently used words or sentences, enabling their easy input in any mode. → PAGE143

Peripheral devices

Using the optional IC cards, you can convert the Organizer into a variety of specialty computers easily and instantly. Additional interfaces with printers, cassette recorders, and data transfer cables make the Organizer as powerful as you want it to be. → PAGE 157

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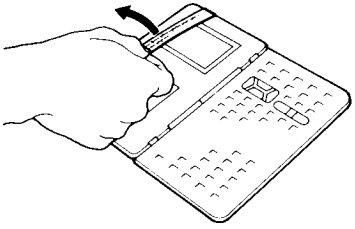
Be sure to perform the following procedures before using the Organizer for the first time :

1. Remove the insulation band.

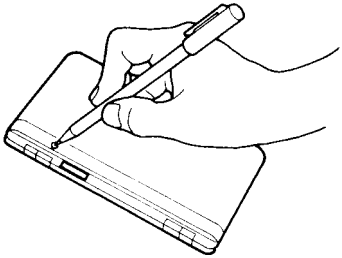
The insulation band was inserted in the battery compartment before shipment to prevent battery discharge. It must be removed before use. Pull it out as shown in the illustration.



Note:
When you remove the insulation band, write down the date on the label of the memory backup battery (refer to page 189.)

2. RESET operation

To reset the internal clock and data, press the RESET switch on the back of the Organizer using the tip of a ball-point pen, as shown in the illustration.



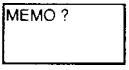
3. Press the RESET switch again.

The Organizer is reset and the monthly calendar is displayed.

New York then appears as the standard city for HOME time. The time and date are reset to 12:00 midnight, January 1, 1989.

Inputting and recalling data

In this manual, notations such as [ON] and [MEMO] instructions to press those keys.
Also, illustrations such as:



describe what will be displayed after pressing the keys the manual tells you to press.

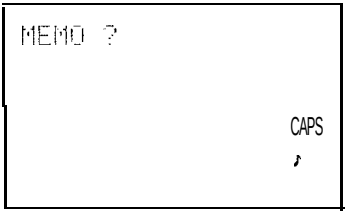
1. Inputting data using the MEMO mode

For example, input "NEW YORK".

1. Select the MEMO mode.

[ON] [MEMO]

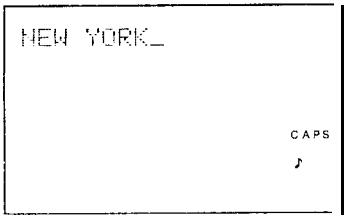
The memo display appears and data can now be entered.



2. Enter "NEW YORK" using the alphabet keys and space key.

NEW [SPC] YORK

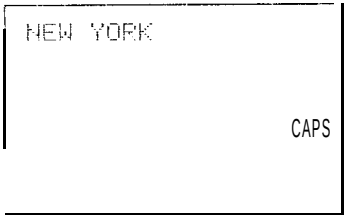
Note: If you mistakenly enter the wrong letters, press [C•CE] and re-enter the entire item.



3. Store the data you have input.

[ENTER]

The data you have input will now be stored in the memory.



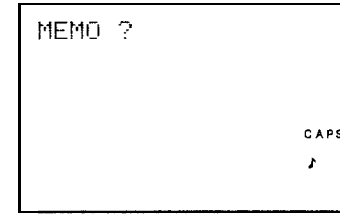
4. Turn the power off.
   After the data has been input by pressing [ENTER], the power may be turned off.
   [OFF]

2. Recalling information stored in the MEMO mode

1. Turn the power on.

   [ON]

   The MEMO mode will be selected.



2. Recall the stored data.

   [▽]

   Now "NEW YORK" is recalled.

The above is a brief, general example. For more detail, see the section relating to the relevant function.

QUICK GUIDE

Command centre

The top two rows of keys are the Command Centre. Just press the key that's labelled with the function you need. There are seven functions built in:

1. Calendar: monthly, weekly, and daily versions
2. Schedule: appointments and deadlines
3. Telephone: names, telephone numbers, addresses
4. Memo: open memory, can calculate memo data
5. Calculator: features paperless printer with What If
6. World Time: date and time for over 200 cities
7. Home Time: date and time in your home city

You can store information in the SCHEDULE, TEL, and MEMO modes. You can retrieve information from the CALENDAR (showing items from Schedule), SCHEDULE, TEL, and MEMO modes. And you may update anytime. The Card key gives you different software, depending on which IC card you use (IC cards are optional).

Moving around the Organizer's display screen is quick and easy. [v] and [^] show you new displays. [◄], I,, [▲], and [▼] move you around on the current display.

The Organizer is packed with other valuable features. An alarm enclosed within the Organizer beeps to alert you to upcoming appointments or for any other reason you choose, and can display a message. The Secret function protects personal information. The choice of two character sizes allows you to emphasize some entries at the expense of others. And of course, the Organizer may be connected to other devices, like printers, cassette recorders, and computers.

Setting the **date and local time (HOME** time)

If you set the standard clock to your local time, you can look up the current date and time whenever you wish. In addition, it keeps track of the monthly calendar and the weekly and daily schedules, and keeps track of the time.

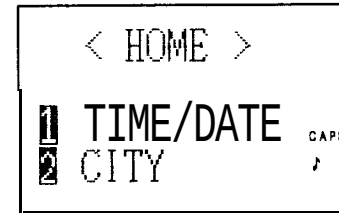
Setting the standard city

For example, set "NEW YORK" to be the standard city and December 12, 1988, 1:30PM to be the HOME time:

1. Recall the standard clock setting display.

SHIFT HOME

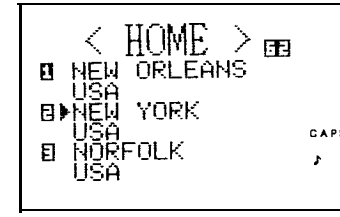
Set the standard city and HOME time.



Note: First set the standard city and then set the HOME time. Otherwise, if you set the HOME time first, it will be based on the city previously set.

2. Select "2 CITY".

2



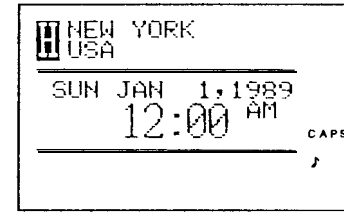
Now, the standard city selection display appears.

The countries in which the cities are located are arranged in alphabetical order. If you press [U], for example, the cities in countries beginning with the letter "U" (U.S.A., etc.) will be displayed. Each time you press [∨], the next three cities will appear on the display. Each time [∧] is pressed, the previous three cities appear on the display. If the keys are pressed continuously, the city list will change continuously in forward or reverse order.

3. Recall the display containing “NEW YORK”.

U[∨]...[∨] **2**

2 is the number that appears next to New York.



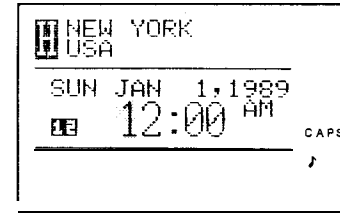
After “NEW YORK” is selected the previous display reappears.

- When and where daylight saving time applies, press [SHIFT] [2] to put "◇" before the names of cities. "☼" appears before the time of summer time or daylight saving time (DST). If you press these keys a second time, "◇" disappears.

Setting your local time as HOME time for the built-in clock

1. Enter “1 TIME/DATE”.

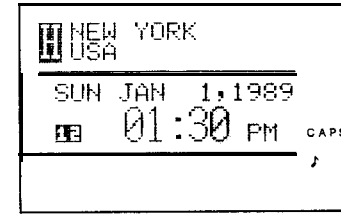
[SHIFT] [HOME] 1



After the previously set HOME time appears on the display, the new HOME time can be input.

2. Set the new HOME time.

0130 [PM] *

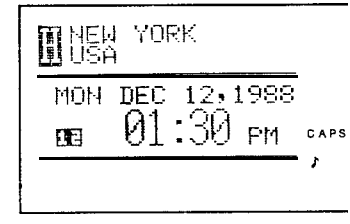


- In this example, the HOME time is set at 1:30 PM.

- If "24" is displayed on the left side, press [12◀▶24] to display "12" (i.e., to operate using the 12-hour clocksystem) before you input the new HOME time.

3. Enter the date.

[▲] **12121988**



Move the cursor "■" and input the date.

4. Store the entry.

[ENTER]

After the new HOME time is set, the previous display reappears.

- Whenever you would like to check the current date and local time, press [HOME].
- To reset the HOME time for another city, repeat the above procedure.
- To learn the current time in other cities, press [SHIFT] [WORLD]. Then select a city and press [WORLD] to display the current time in that city.

Schedule function

The schedule function allows you to input and recall items on your schedule agenda. A schedule alarm can also be set to remind you of the arrival (or imminent arrival) of appointments.

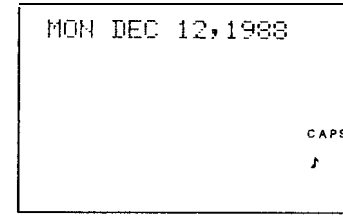
Schedules are also accessible from the CALENDAR mode.

For example, to input "January 20, 1989 - 10:00AM to 2:00PM - ABC PROJECT MEETING":

1. Select the SCHEDULE mode.

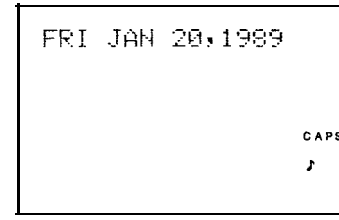
SCHEDULE

The date and HOME time will appear.



2. input the date.

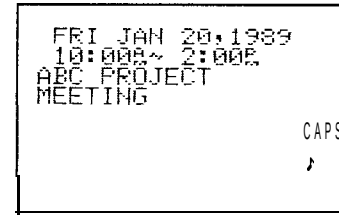
0 C•CE 0 1 9 8 9
SCHEDULE



Input the date in accordance with the display prompt. The month and day each require 2 digits. When these consist of only one digit, input "0" before the digit.

3. Input the agenda items.

10 AM 2 PM
ABC SPC PROJECT ↵
MEETING
ENTER



Input the start and finish times.

- When “CAPS” appears on the display, capital letters are input, and when not, small letters are input. Pressing [CAPS] alternates between capital and small letters.
- To enter the date, either press [C•CE] and input the date directly or press [^] or [v] until the desired date appears on the display. When these keys are pressed continuously, the date will change continuously, forward and reverse.

Once the items are in the schedule agenda, they are displayed along with the date.

- If you add another agenda item to a day on which previous items have been input, the Organizer sorts the items into their order of occurrence.
- To edit an agenda, press [SHIFT] [EDIT] so that the cursor flashes, then move the cursor over the letter(s) by pressing [▶], [◀], [▼], or [▲] and correct them.
- To delete an entry, display the entry and press [DEL]. The delete prompt appears. Press [Y]. (To retain the data, press [N].)

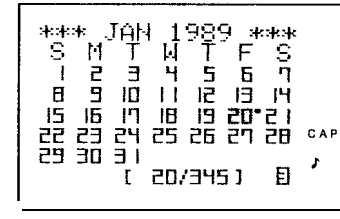
Calendar function

The Organizer features a built-in calendar for the years 1901 to 2099. On the monthly calendar display, look for dates with "■" to the right. These are dates on which you have items scheduled. To input or edit schedule items, switch back to the SCHEDULE mode.

1. Select the CALENDAR mode.

[CALENDAR]

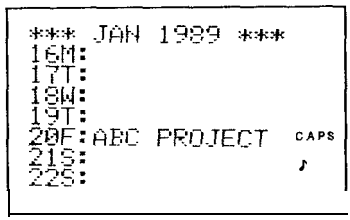
The monthly calendar display appears.



Move the cursor by pressing [◀], [▶], [▲], or [▼] and select a date. Pressing [^] or [v] changes one month at a time. If you hold the key down, the calendar scrolls forwards or backwards.

2. Pressing [CALENDAR] a second time displays the weekly schedule.

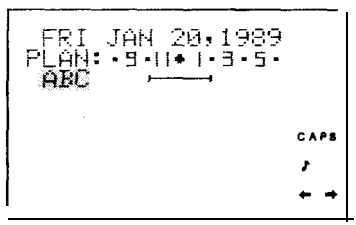
[CALENDAR]



- Pressing [^] displays the weekly schedule for the previous week. Pressing [v] displays the coming week's schedule.
- Pressing [▼] or [▲] moves the cursor to another day of the week.

3. Pressing [CALENDAR] a third time displays the daily schedule.

[CALENDAR]



The Organizer displays the agenda for the day which was flashing on the monthly calendar.

- On the daily schedule, the scheduled times are displayed graphically.
- If [SCHEDULE] is pressed from the CALENDAR mode, the scheduled items for the day which was flashing will be displayed.

If you press [SHIFT] [CALENDAR], the current date (according to the built-in clock) will be displayed.
When items are scheduled in the morning, "▪" appears at that day's upper right on the monthly calendar, and for appointments after noon it appears at the lower right of the date.

Telephone directory function

The telephone directory stores the names, telephone numbers, and addresses of business clients, companies, personal friends, and so on.
The telephone listings stored in the Organizer can be looked up

1. by sequential order search, one at a time,
2. by direct search, specifying the first letter(s) of the word, or
3. by keyword search for a certain word included in the listing which you would like to look up.

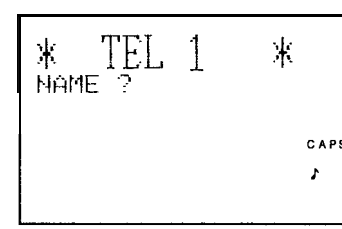
These search methods can also be used in the SCHEDULE and MEMO modes.

Inputting telephone listings

To input the following telephone listings, for example,
"EDWARDS BOB 201-265-5600 FAX 265-I 869 President, AbC Co."
"DAVIS MIKE 214-456-7890 Davis Assoc."

1. Select the TEL mode.

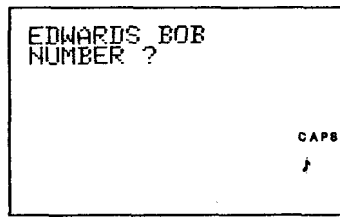
[TEL]
[TEL]
[TEL]



Cycle through the three TEL groups until the TEL1 directory is displayed.

2. Input the telephone listing name.

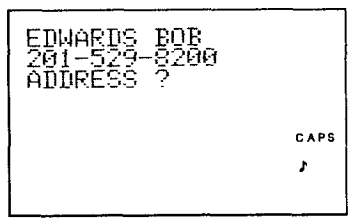
EDWARDS BOB [ENTER]



When "CAPS" appears on the display, capital letters are input, and when not, small letters are input. Pressing [CAPS] alternates between capital and small letters.

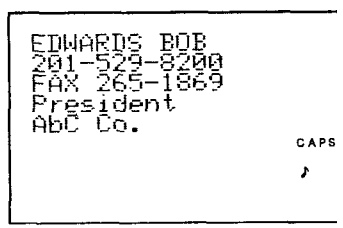
3. Input the telephone number and the fax number.

201-529-8200 [↵]
FAX 265- 1869 [ENTER]



4. Input the address and the name of the person's employer.

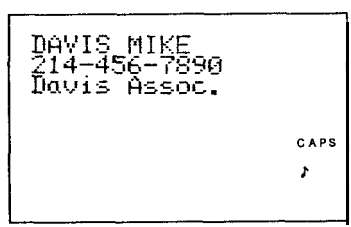
President [↵] AbC Co.
[ENTER]



The date for "EDWARDS BOB" has been stored.

5. Input the data for "DAVIS MIKE" as above.

DAVIS MIKE [ENTER]
214-456-7890 [ENTER]
Davis Assoc. [ENTER]



Looking up a telephone listing

If you press [▽] when "NAME ?" appears on the display, the telephone listings will appear one at a time in alphabetical order. If you press [△], the listings will be referenced in reverse order. The listing can also be looked up directly using the first letter of the listing by inputting D [▽], for example, to find a listing beginning with the letter "D" (direct search). You can also perform a keyword search by inputting a word (or string of letters) contained in the listing, such as "AbC", and then pressing [SHIFT] [▽]. The listing containing that word or string of letters will be displayed.

1. Recall the listing for "DAVIS", for example.

D[▽]

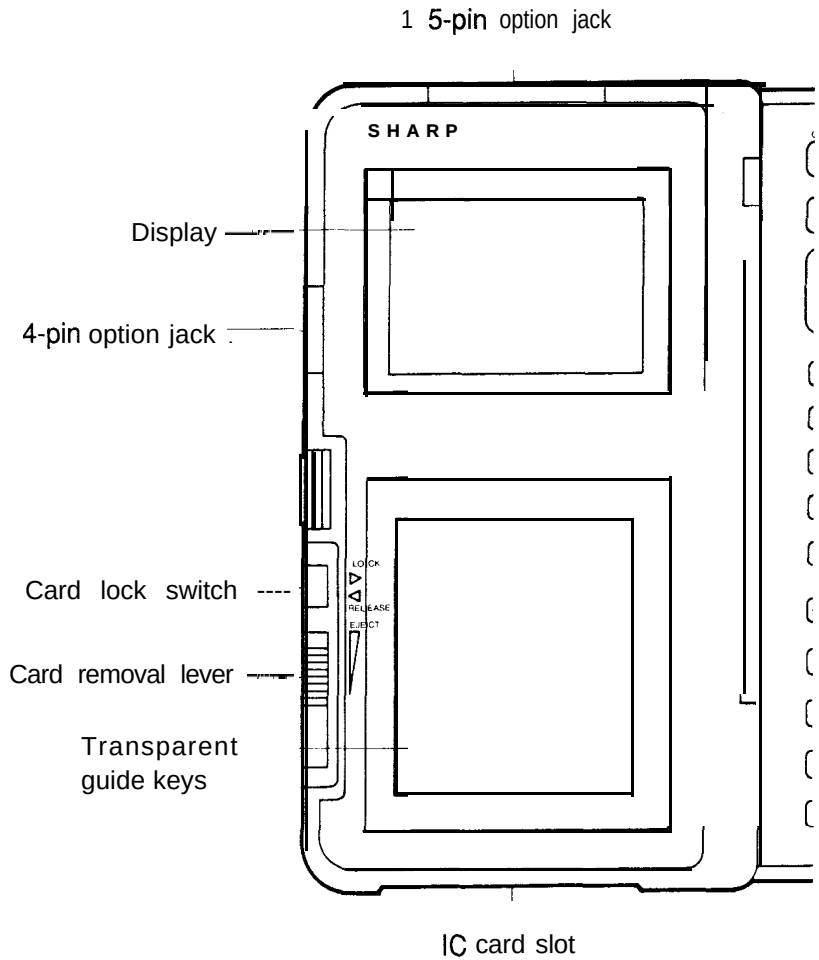
- To edit a listing, press [SHIFT] [EDIT] and the cursor will flash. Then move the cursor by pressing [▶], [◀], [▼], or [▲] to the position you would like to edit and input the new data.
- To delete a listing from a directory, recall the data you would like to delete, and press [DEL]. The delete prompt appears. Press [Y]. (To retain the data, press [N].)

Connecting the IC cards

Various special applications and functions are possible by connecting optional IC cards to the Organizer. (Refer to the operation manual of the relevant optional IC card for details.)

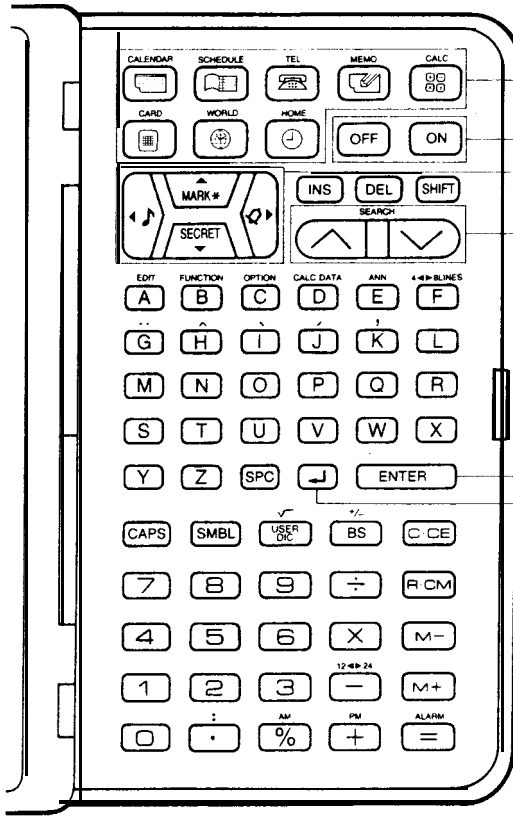
GETTING STARTED

Parts included



Accessories:

Lithium batteries: 3 (installed in the Organizer)
Protection card: 1 (inserted in the Organizer)
Operation manual: 1


CALENDAR
SCHEDULE
TEL
MEMO
CALC
CARD
WORLD
HOME
OFF
ON
MARK
SECRET
INS
DEL
SHIFT
SEARCH
EDIT
FUNCTION
OPTION
CALC DATA
ANN
BLINES
ENTER
CAPS
SMBL
USER
BS
C CE
RCM
M−
M+
AM
PM
ALARM
Command centre
Power on/off keys
Cursor movement keys
Search keys
Enter key
Return key

Display symbols

BATT
CARD
EDIT
SHIFT
CAPS
✱S
♪ 🔔
⬆ ⬇
⬅ ➡

For illustration purposes, all the relevant symbols are visible on the left. However, in actual use, this would never happen.

BATT	This symbol appears when the operating battery level is low.
CARD	Indicates that the optional IC card can be operated.
EDIT	The entry on the display may be edited.
SHIFT	[SHIFT] has been pressed.
CAPS	Capital letters will be input. (To input small letters, turn "CAPS" off by pressing [CAPS].)
✱	The data appearing on the display is secret data accessible only by password.
S	The secret function is in effect. (Secret data cannot be recalled without the password.)
♪	A "beep" will sound when a key is pressed.
🔔	Any alarms stored will sound at the set time.
⬆ ⬇ ⬅ ➡	There is more data which is not on the display. The data can be displayed by pressing [▲], [▼], [◀] or [▶].

Key notations

This manual uses the following notations for key operations and functions.

Key	Notation	Note
CALENDAR	CALENDAR	Keys with only one function always appear in the manual with the function enclosed in a box.
	▲ or MARK✱	Keys with multiple functions appear in the manual with only the contextually appropriate function boxed; i.e., MARK✱ will sometimes appear as MARK✱ and sometimes as ▲ .
AM	% or AM	
EDIT	A or SHIFT EDIT	Alphabetical keys with multiple functions appear sometimes as unboxed letters and sometimes as the boxed function name, as per context.
	7	Numerical keys and alphabetical keys with single function are notated only with unboxed numbers and letters.
	L	

Distinguishing between "O" and "0"

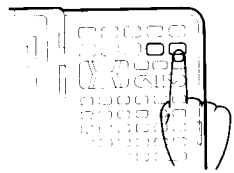
Zero is indicated as “0” on the display and also in this manual when it may be confused with the letter "O".

The SHIFT **key**

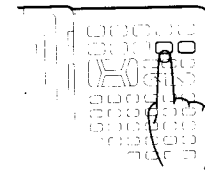
1. This key performs the specific functions indicated in blue.
   Example: Pressing SHIFT and then ♪ causes a “beep” to sound every time a key is pressed.
2. This key also enters the other functions described below.
   * Keyword search: SHIFT ▽ or SHIFT △ (See pages 62, 93 and 102.)
   * Copy function: SHIFT (S e e pages 65, 95 and 103.)
   * Setting the time: SHIFT HOME (See page 37.)
   * Selecting a world city: SHIFT WORLD (See page 45.)
   * Setting the current date: CALEN IDAR (See page 72.)
     / - - m m - j -)ULE (See page 57.)

Note: Numerical keys and alphabetical keys are left unboxed, except when necessary, in this manual.

Turning the power on and off



Power On



Power Off

Pressing [ON] turns the power on. Pressing [OFF] turns the power off.

Note: When the card lock switch on the left side of the Organizer is in the "RELEASE" position, the power will not turn on. Be sure that this switch is pushed to the right ("LOCK" position) before use.

AUTO POWER OFF function

When none of the keys have been pressed for approximately 6 minutes, the Organizer automatically turns the power off to save the batteries. (The actual time may vary depending upon the condition of use.) Press [ON] to resume operation.

Memory Safeguard function

If you are in the process of storing an entry, make sure that you have pressed [ENTER] before turning the power off or before the AUTO POWER OFF function operates, otherwise the data being input will be lost. The memory safeguard function retains the data in the memory only after [ENTER] has been pressed.

Secret function

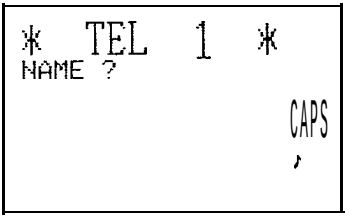
Whenever there is a password stored, the secret function automatically goes into effect when power is turned on. Thus, if the secret function is off and power is turned off, secret will come on automatically when power is turned back on.

Contrast adjustment

Adjusting the display contrast makes the display easier to read.

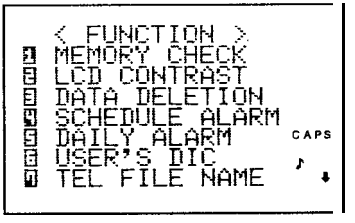
1. Press [ON] to turn the power on.
2. Press any mode key ([TEL] , for example).

[TEL]



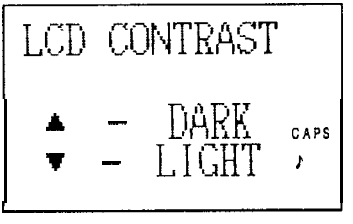
3. Press [SHIFT] [FUNCTION] to list the miscellaneous functions.

[SHIFT] [FUNCTION]



4. Select "2 LCD CONTRAST".

2



5. Press [▲] or [▼] to darken or lighten the display as required. The amount of contrast will change continuously when either [▲] or [▼] is held.
6. After adjusting the contrast, press either [C•CE] or a mode key.

Turning the "beep" on and off

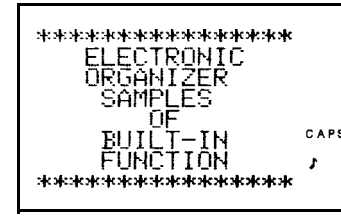
While "♪" is lit, a "beep" will sound when a key is pressed. To turn the "beep" on and off, press [SHIFT] [♪]. The "beep" will not sound after "♪" goes off. To turn the "beep" back on, repeat the process.

The operational guide

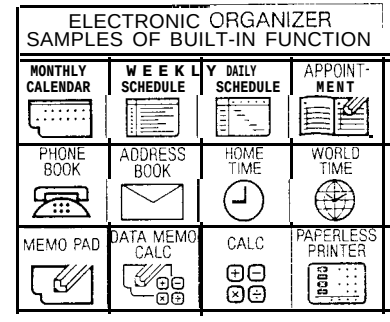
The Organizer was shipped out from the factory with a protection card inserted in the IC card slot.

When you press CARD on the Organizer, the card becomes an operational guide. The operational guide features 12 different pictures showing the different functions of the Organizer. To display the menus for these, enter:

CARD



To display the different menus, place the transparent guide keys of the "ELECTRONIC ORGANIZER SAMPLES" over the different keys, then press them lightly.



Keep this protection card loaded when no application IC card is used.

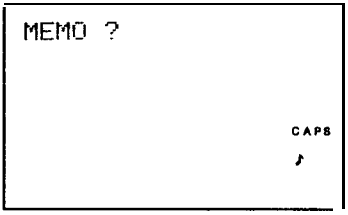
Note: The menus and functions of the operational guide cannot be used as data for the Organizer.

You can enter and correct information in 3 modes: SCHEDULE, TEL, and MEMO.

To practice inputting characters and numbers, select the MEMO mode, for example, and input the characters as follows:

[ON] [MEMO]

The power will turn on and the MEMO mode will be selected.
The display indicates that the Organizer is in 8-line display mode.



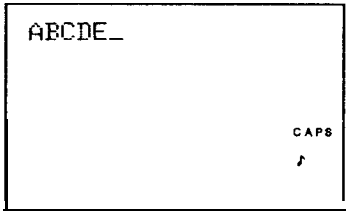
Note: The display alternates between normal and enlarged displays every time [SHIFT] [408 LINES] are pressed. (See page **35.**)

Inputting characters

Inputting the letters

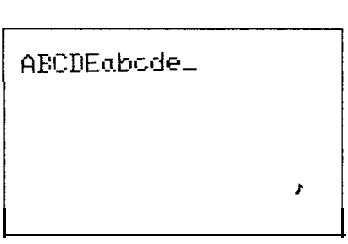
1. Input "ABCDE" in capital letters, for example.

[A] [B] [C] [D] [E]



2. To input "abcde" in small letters, press [CAPS]. After "CAPS" disappears, enter "abcde".

[CAPS] ABCDE

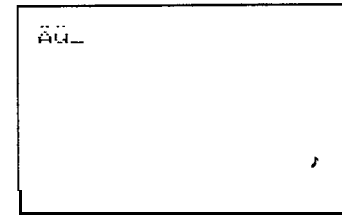


To input capital letters again, turn "CAPS" back on by pressing [CAPS] again.

Inputting non-English characters

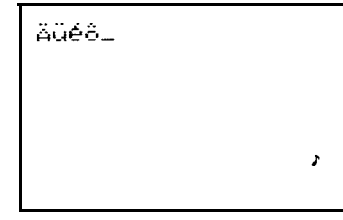
1. Input "Ä" and "ü", for example.

C•CE SHIFT Ä CAPS A
SHIFT Ä
CAPS U



2. Input "é" and "6".

SHIFT J́ E
SHIFT Ĥ O

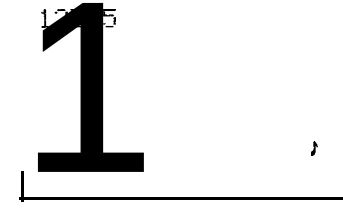


* "ç" marks, etc., are input as symbols. "Ä" and "é" can also be input as symbols.

Inputting numbers

1. Input "12345", for example.

C•CE 12345



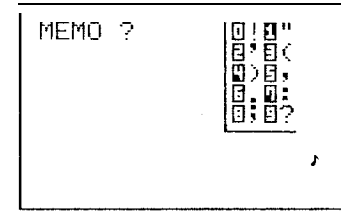
Inputting graphic symbols and special characters

Press SMBL to select the symbol or special character display mode, and input the symbols. A total of 17 symbol displays may be selected. To select the symbol display containing the desired characters, press ▼ or ▲. When the desired symbol or character appears, press the number corresponding to its symbol position.

1. Select the symbol display moae.

C•CE SMBL

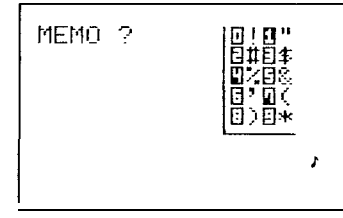
10 symbols will be displayed.



2. Switch to the next set of symbols.

▼

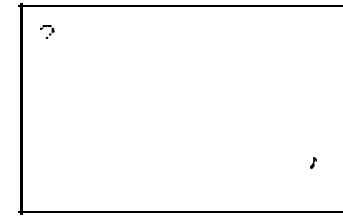
Each time ▼ is pressed, a new set of 10 symbols will appear in sequence.



3. Input "?".

▼ ▼ 0

Press 0 assuming "?" appears next to the number zero.



Note: If you press ▼ when the last set of symbols is displayed, the initial symbol display reappears. When you press ▲, the previous set of symbols reappears. The initial symbol display is thus determined by your previous choice. Frequently used symbols and characters can thus be set so that they appear in the initial symbol display.

Note: To exit the symbol input mode, press C•CE.

Making corrections

Misspellings and incorrect inputs can be corrected using the cursor keys as well as [INS] and [DEL] as follows:

1. Correctting misspellings

If you have input “NEW YARK" for “NEW YORK”, for example, the input may be corrected as follows:

1. First input the incorrect spelling.

[MEMO] Y A R K

(Make sure that “CAPS” is displayed.)

2. Now move the cursor to the incorrect letter “A”.

[◄] [◄] [◄]

3. Enter the correct letter "O".

O

2. Inserting missing letters

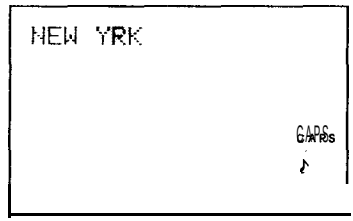
To input the missing "O" and correct “NEW YRK” to “NEW YORK”, for example:

1. First input the incorrect spelling.

   [N C•CE] W Y R K

2. Next move the cursor over the "R".

   [◀] [◀]



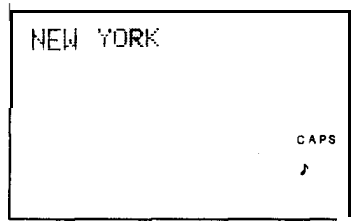
3. Change the cursor to "◀".

   [INS]

4. Insert the missing letter.

   O

   When [INS] is pressed, the cursor mark changes from "■" to "◀" indicating that the insert mode is set. Press [INS] again to exit the insert mode.

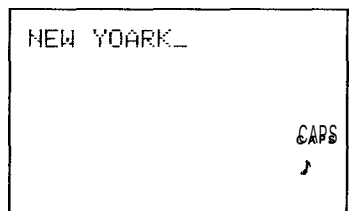


3. Deleting unwanted letters

To correct "NEW YOARK" to "NEW YORK", for example:

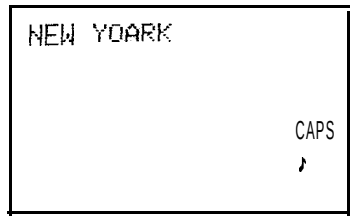
1. First input the incorrect spelling.

   [C•CE] NEW YOARK



2. Move the cursor to the letter “A” to be deleted.

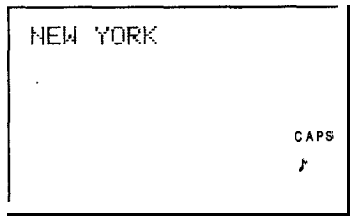
[◄] [◄] [◄]



3. Delete the letter “A”.

[DEL]

You can also delete “A” by pressing [◄] [◄] [BS].



Editing or correcting previously input data

To edit or correct mistakes in data which have already been stored

1. Press [SCHEDULE], [TEL], or [MEMO] to select the mode for the correction.
2. Recall the entry to be edited using [▽].
3. Select the edit mode by pressing [EDIT].
4. Now press [►], [◄], [▲], [▼], [INS], [DEL], or [BS] as required and correct the data as explained under “Making corrections” above.
5. Press [ENTER] to store the corrected data.

The following descriptions explain the functions.

[►]: Moves the cursor to the right.
[◄]: Moves the cursor to the left.
[▲]: Moves the cursor up to the previous line.
[▼]: Moves the cursor down to the next line.
[INS]: Enters the insert mode. Pressing this key again exits the insert mode.
[DEL]: Deletes the character at the cursor.
[BS]: Deletes the character to the left of the cursor (“backspace”).

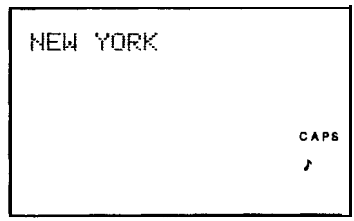
Alternating between the 8-line and 4-line displays

For the SCHEDULE, TEL and MEMO modes, the size of the display can be either 8 or 4 lines. The size of each entry will be remembered separately. The 8-line mode displays 16 characters per line to allow more information to be seen at one time, while the 4-line mode displays larger letters at 12 characters per line for easier viewing. You can also use [↵] to create spaces between the lines for easier reading. Only one size at a time can be used for each entry.

Note: Some displays within the Organizer will employ both 4-line and 8-line components. However, you cannot enter data in both modes simultaneously.

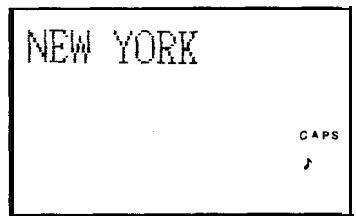
1. First display the data in the MEMO mode.

[MEMO] [▽]



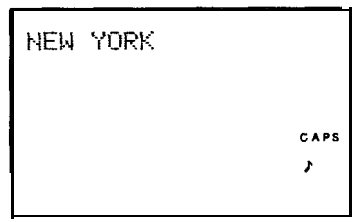
2. Now select the 4-line display mode.

[SHIFT] [4◆8 LINES]



3. Next, select the 8-line display mode.

[SHIFT] [4◆8 LINES]



USING THE STANDARD AND WORLD CLOCKS

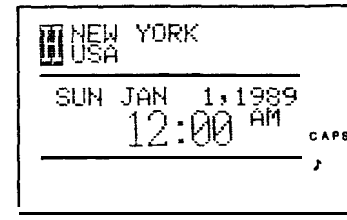
The Organizer features a built-in clock which allows the Organizer to do the following:

1. To display the monthly calendar, and the weekly and daily schedules in the CALENDAR mode.
2. To keep track of the items scheduled on the agenda for the current day in the SCHEDULE mode (automatic tracking.)
3. To sound the alarm at pre-set times. (There are two alarms, a schedule alarm and a daily alarm.)
4. To keep track of not only the local time (HOME time), but the corresponding times in 212 cities all over the world.

Displaying the standard or world time

Pressing [HOME] displays the current date and HOME time. This function is referred to as "the standard clock." Initially, the standard clock is set to New York city as the HOME time.

[HOME]



The current date and HOME time in New York are displayed.

Notes:

- An "H" symbol before a city indicates that the HOME time for the standard clock is set for this city. "W" appears before the world cities. "☼" appears before the time of summer time or daylight saving time (DST).

- When [WORLD] is pressed, the world clock shows you the current date and local time in any of the world cities you look up. This function is referred to as "the world clock" in contrast to the standard clock. The times appearing on the world clock are set to correspond with the HOME time in the city set as the standard city.

Setting the standard clock

First, select the city whose HOME time you wish to use as the standard time (presumably your own city), then set the current time.

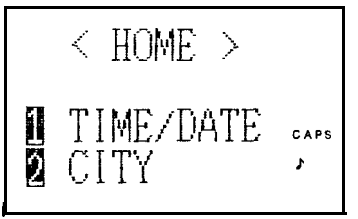
CAUTION: If the standard time for the built-in clock is set prior to setting) the standard city, the time appearing on the display will be the HOME time for the city that was previously set.

Selecting a city for the HOME time

To select local "NEW YORK" time as the HOME time, for example:

1. Recall the standard city setting display:

[SHIFT] [HOME]



(The standard city and HOME time can be input.)

2. Select “2 CITY”.

2

Note:
As local “NEW YORK” time was factory preset as the standard city for the built-in clock, “NEW YORK” will appear when setting the HOME time.

- World cities are listed alphabetically by the first initial of the country in which they are located. When you press [U], for example, the cities in the United States are displayed. Each time [∨] is pressed, three additional cities appear on the display and each time [∧] is pressed, the previous three cities re-appear on the display. If the keys are pressed continuously, the city list will scroll forward or backward. If you press the first letter of the name of the country which includes the city you would like to select, the city can be found easily. (Refer to the “List of World Cities,” page 194.)

3. For example, since “NEW YORK” is in the United States, press [U].

U

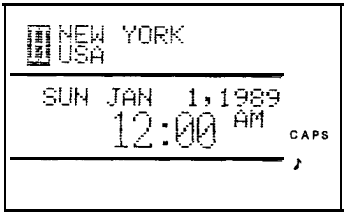
4. Recall the display containing “NEW YORK”.

[▽] ... [▽]

(Press [▽] key until New York comes up on the display. If you pass “NEW YORK” press [△].)

5. Input the number corresponding to “NEW YORK”.

2



- When DST is in effect, press [SHIFT] and the city number to mark that city as DST-applicable, and then press the city number again. (For New York, [SHIFT] [2] [2].)
  (“◇” will appear before the name of cities when DST is set.)
  Any of the following symbols may appear before the name of a city depending on how the clock is set.

“◇”: Indicates that DST is set.
“▷”: Indicates that the local time for this city has been designated as HOME time, and also that DST is set.
“▶”: Indicates that the local time for this city has been designated as HOME time; however, DST is not set.

Setting daylight saving time (DST) for a city

For convenience, keep track of when DST applies to cities you frequently visit.

Be sure to cancel the DST setting when the city goes off DST.

First recall the desired city by pressing [▽] or [△], then press [SHIFT] and number corresponding to the city on the list.
When DST is set, "◇" appears before the name of the city on the list. To cancel the DST setting, press [SHIFT] and the city number a second time so that "◇" disappears.

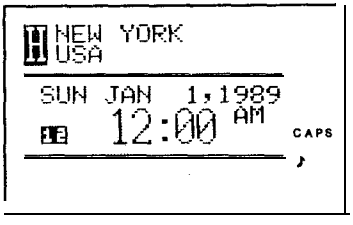
Setting the HOME time for the built-in clock

The HOME time can be displayed using either the conventional 12-hour AM/PM system or the 24-hour system (0:00 to 2359 hrs.).
First select the city, then set the clock to the HOME time for that city.
If you choose New York as the standard city and would like to set the built-in clock to December 12, 1988, 1:30 PM, you can do so with either system.

Setting the clock on a 12-hour AM/PM basis

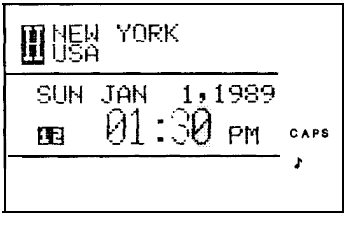
1. Select "1 TIME/DATE".

[SHIFT] [HOME] 1



2. Set the time.

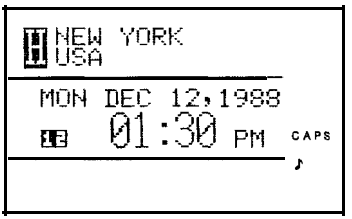
0130 [PM]



Note:
Before inputting the time, if "24" is displayed at left side of the display, press [12◆24] so that "12" is displayed before inputting the time.

3. Input the date.

[▲] 12121988



Input the day and month in 2 digits and the year in 4 digits. For single digit months or days, input "0" before the single digit.

Note:
The Organizer is initially set to receive this input in the order of month, day, and year. However, this order can be changed to day, month, and year. (Refer to "Date Format," page 149.)

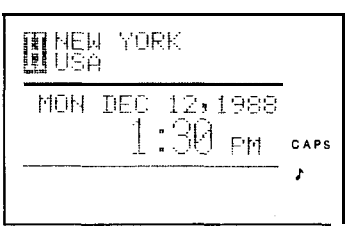
4. Enter the correct starting time.

[ENTER]

Notes:
- Use the beep of the time announcements given on the radio, on T.V., or by telephone time services.
- The clock starts from 0 seconds. (After the set time is displayed, the previous display appears.)

5. Check the set time on the display.

[HOME]



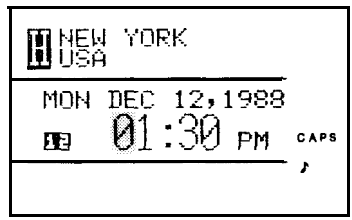
When the time is set with 12-hour basis, noon and midnight changes are displayed as below.
11:59AM → 12:00PM (noon) → 12:59PM → 1 :OOPM →
11:59PM → 12:00AM (midnight) → 12:59AM → 1 :OOAM → 11:59AM

Setting the time using the continuous 24-hour clock

In the above example, the time was set according to the 12-hour AM/PM system. The clock can also be set to display the hours continuously on a 24-hour basis from 0:00 to 23:59 hrs.

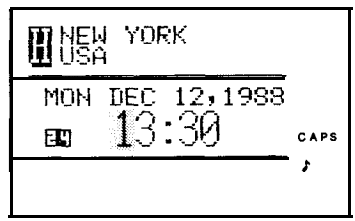
1. Select "1 TIME/DATE".

SHIFT HOME 1



2. If "24" is not displayed, press 12◆24 (time system selector key) to display "24".

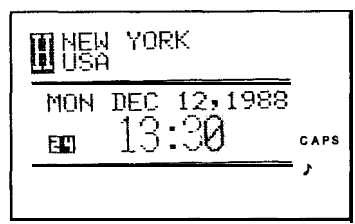
12◆24



(If it is already displayed, skip this step.)
"12" and "24" appear alternately, each time 12024 is pressed.

3. Set the time.

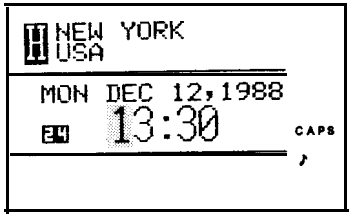
1330



Note:
Specify the time between 00:00 to 23:59 hrs. The hour(s) and minutes must be input in two digits, respectively.

4. Enter the date.

[▲] 12121988



5. Enter the correct starting time.

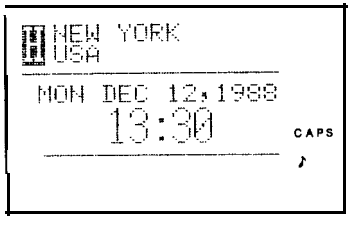
ENTER

Notes:

- Use the beep of the time announcements given on the radio, on T.V., or by telephone time services.
- The clock starts from 0 seconds. (After the set time is displayed, the previous display appears.)

6. Check the set time on the display.

HOME



(The times given in the following section are based on the 12-hour AM/PM system.)

Cursor:

"_" designates the cursor. The cursor is used to indicate the position where the next letter, number, or symbol will be input. When correcting an entry, move " ■ " to the spot where a character is to be written over, deleted or inserted.

Changing the standard city

When you stay in a certain city for a long period of time on business trips, etc., you will find it more convenient to set the HOME time of the city you are in as the standard time on the built-in clock, so as to maintain the correct time for schedules and the alarm function and so forth.

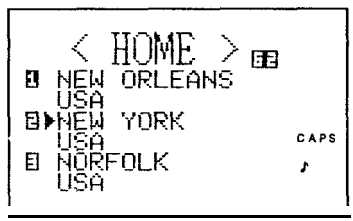
Normally, New York is set as the standard city when the Organizer is shipped out.

CAUTION: After you have changed the standard city and set the HOME time, the times set on your schedule and alarm will still be set to the HOME time for the previous city.

For example, to change the standard city from “NEW YORK” to “TOKYO”:

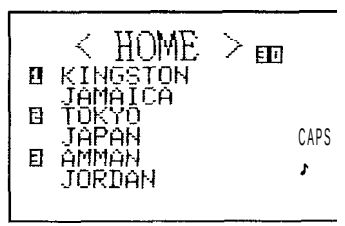
1. Select “2 CITY”.

SHIFT HOME 2



2. Display the world city list which contains Tokyo.

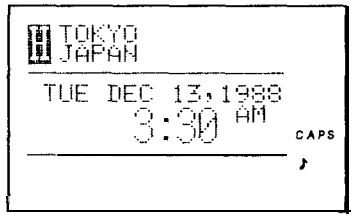
J



(Since Tokyo is in Japan, press J to display the cities of Japan.)

3. Press the number key corresponding to Tokyo.

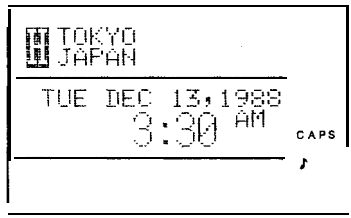
2



Once "TOKYO" is selected as the standard city, local Tokyo time will automatically become the standard time for the built-in clock.

4. Check the current time for Tokyo, for example.

HOME



(As the standard city has been changed to Tokyo, local Tokyo time will be displayed when HOME is pressed.)
(To change the standard city and HOME time back to New York, which is used as the standard city in the following example, press HOME 2U ▽ . . . ▽, 2 .)

Checking the times in cities around the world

When you press WORLD, the world clock function informs you of the time in the cities of the world listed on the world clock. The local times for the cities on the world clock are based on the standard time in the city which the built-in clock is set to.

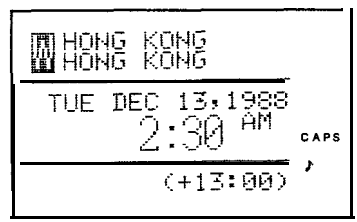
When looking up the times for world cities, be sure to make a note of when DST should be set for a particular city. "◇" will appear in front of the cities on the world clock which are set to DST.
The 1st city on the world clock list is "LONDON".
To change the 1st city on the list from "LONDON" to "HONG KONG", for example:

1. Set the world clock city selection display.
   SHIFT WORLD

2. Display the world city list which contains the city to be set. (In this example, Hong Kong.)
   H [▽]

   Press [▽] repeatedly until the display containing "HONG KONG" appears.

3. Press the numerical key corresponding to "HONG KONG".
   2



Notes:
- The time for the set city is displayed for a while and then the previous display appears.
- Before the world city names, each mark corresponding to the setting condition of each city is displayed.

◇: Indicates that DST applies.
D: Indicates that the time for this city has been designated as world time, and also that DST applies.
▶: Indicates that the time for this city has been designated as world time, and also that DST does not apply.

Looking up the time for other cities on the world clock

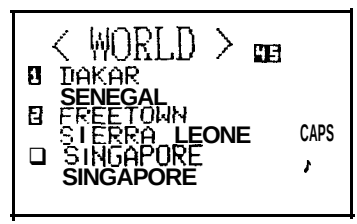
The world clock can display the time in 212 cities internationally. These cities are named and displayed in 72 menus, each of which displays three cities except for the first menu. The first menu, designated as "main city display", has space for six city names; but rather than displaying fixed cities, this displays the last six cities you checked the time for. Every time you check the time in a new city, it displaces a city name from the main city display and takes its place.

For example, if you recently checked the time in six cities, these will be displayed on the main city display. If you then ask the Organizer what time it is in Singapore:

Singapore takes the first slot on the main city display and one of the cities is dropped.

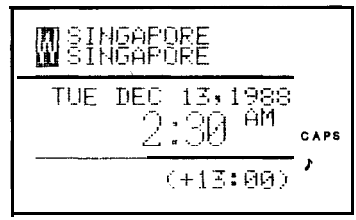
1. To look at the main city display again, with Singapore listed:

S [▽]



2. Enter “3 SINGAPORE”.

3



Singapore takes the first slot and the city in slot 6 — in this case San Francisco — drops off the list.

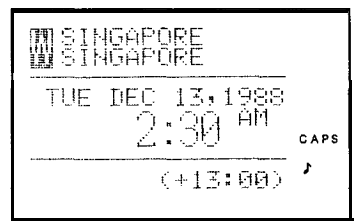
Every time a new city is referenced, the others all drop a notch in priority.

Displaying a city on the main

Pressing the key displays the time for the chosen city.

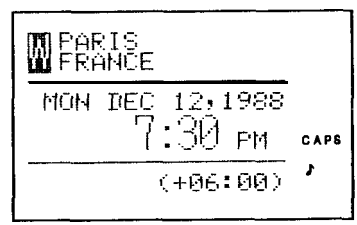
1. To look up the time in Singapore, for example, press WORLD .

WORLD



2. To look up the time for Paris, press the number corresponding to “PARIS”.

4



3. To look up the time for Tokyo, press the number corresponding to "TOKYO".

5

(When you do this, the other cities will move down one notch on the main city display.)

USING THE SCHEDULE FUNCTION

You can enter important future appointments as well as important dates in the past into the Organizer's schedule function. These dates are marked with tags on the Organizer's calendar display so you can always tell what's coming up that month at a glance. In addition, you can set an alarm to sound just before any agenda item to alert you beforehand to upcoming dates and appointments. (Refer to "Setting the schedule alarm," page1 26.)

Inputting data in the SCHEDULE mode

The date of an agenda can be selected using three different methods.

1. By selecting the desired date in the CALENDAR mode.
2. By selecting the desired date in the SCHEDULE mode.
3. By recalling the desired date directly.

Once the date has been selected, actual entry of the agenda is the same for all three methods. For completeness, a full example is shown for all three methods of searching the date.

Notes: * Multiple items may be scheduled on the same date. If other items have been scheduled previously for a given date, simply input the new item on the agenda following these.

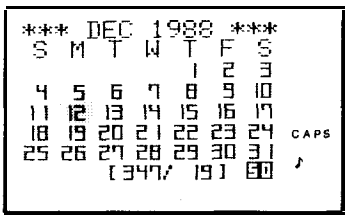
* The 8-line display mode displays 16 characters per line. You can use [↵] to create spaces between the lines for easier reading.

Inputting items from the CALENDAR mode

To enter an item from the CALENDAR mode, such as, "January 20, 1989 10:00AM 2:00PM ABC PROJECT MEETING"

1. Select the CALENDAR mode.

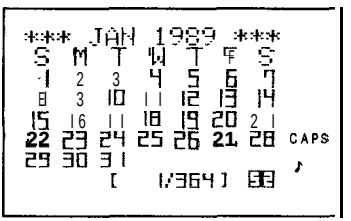
SHIFT CALENDAR



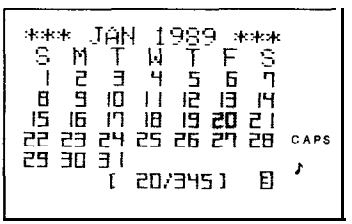
* Pressing SHIFT | CALENDAR displays the current monthly calendar. Pressing SHIFT | SCHEDULE displays the current daily schedule according to the Organizer's perception of what day it is.

(In this instance, if you set the Organizer's built-in clock for December 12, at 1:30PM as on page 40, the calendar for December 1988 will be displayed.)

2. Change the calendar to January 1989.

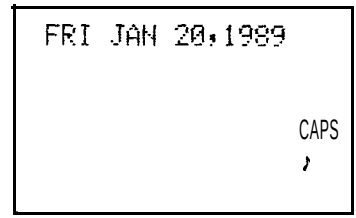


3. Move the cursor to the 20th of January, using the cursor keys.



4. Change to the SCHEDULE mode.

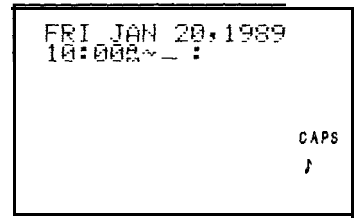
SCHEDULE



The date you have selected (January 20, 1989) will appear at the top of the display. The bottom part of the display is reserved for the input of agenda items.

5. Input the starting time of the agenda item, "10:00AM".

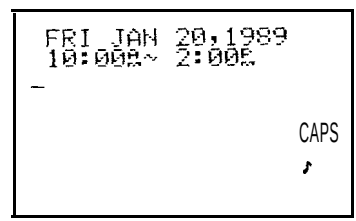
10 AM



(":00" will be entered automatically.)

6. Input the finishing time.

2 PM



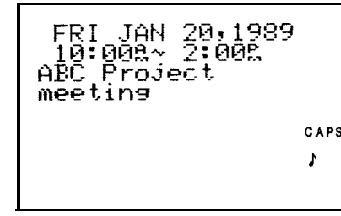
7. After both starting and finishing times are entered, input the agenda items.

ABC Project ↵ meeting

Note: Press ↵ after "Project" so that "meeting" appears on the next line.

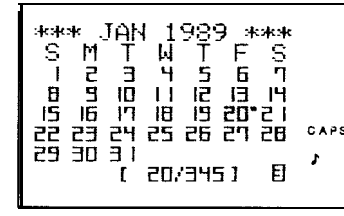
8. Store the scheduled meeting in the memory.

ENTER



9. Now, check to see if the data was registered in the memory.

CALENDAR



Notice the tag (■) next to “January 20”. It indicates a scheduled item for that date. (Agenda items beginning in the morning result in a tag at the upper right of the date, while those beginning after noon result in a tag appearing at the lower right of the date.)

Inputting items from the SCHEDULE mode

There are two methods of selecting the date depending on which is more convenient.

1. Selecting the date with [▽] and [△]

This method is convenient for displaying a nearby date. It changes the schedule display day by day until the desired date appears.

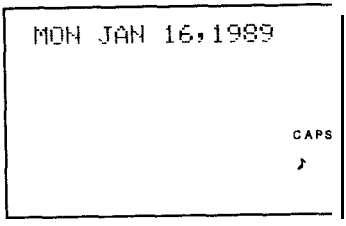
For example, if it is January 20th on the display and you wish to schedule an item such as, “January 16, 3:00PM - 5:00PM Sales meeting”

1. Press [SCHEDULE].

If January 20, 1989 is not displayed, recall January 20, 1989 by pressing [C•CE] [C•CE] 01201989 [SCHEDULE].

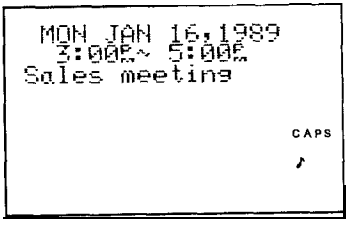
2. Recall “January 16”.

[^]



Press [^] until “January 16" is recalled.

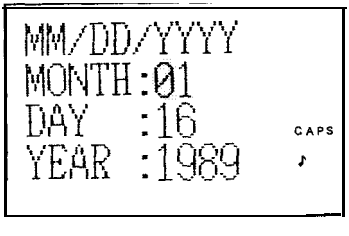
3. Input the schedule item.
   3 [PM] 5 [PM]
   Sales meeting [ENTER]



2. Scheduling with [C•CE] and the numerical keys
   When the date is not close to the displayed date, you may find it more convenient to input the scheduled items with the numerical keys.
   For example, to schedule, “February 17, 1989 1:30PM DR. WILSON VISIT AT GUEST ROOM”

1. Display the desired date, ready for input.

[SCHEDULE] [C•CE]

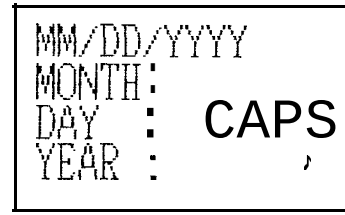


Any previously input date will be displayed.

* Write over the date using [▶], [◀], [▼], and [▲].

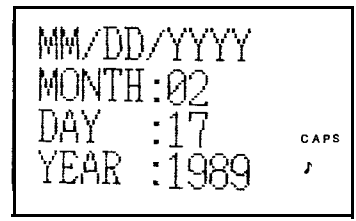
2. Clear the date display.

C•CE



3. Input the scheduled date. (February 17, 1989)

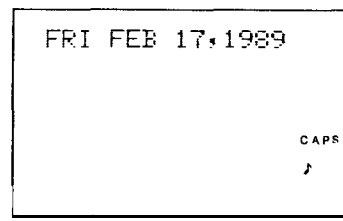
02171989



Note: A part of the date may be omitted if it is the same as the previous date.

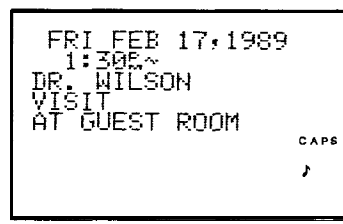
4. Display the SCHEDULE mode.

SCHEDULE



5. Input the scheduled time and item.

1 [:] 30 [PM] [▼]
DR [•] [SPC]
WILSON [↵]
VISIT [↵] AT GUEST ROOM
[ENTER]



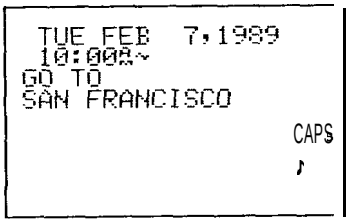
Note: If you don't know what time a scheduled item, such as a meeting, will finish, press either [▼] or (ENTER) following the starting time, then input the schedule item.

When only the starting time is input without the finishing time, the schedule clock allows 30 minutes for the scheduled item.

Input examples for reference
The following agenda items can be input as examples for recall later.

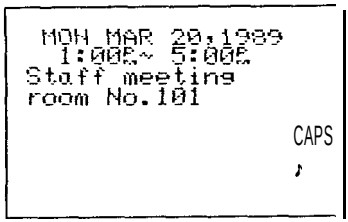
Example 1: February 7, 1989 10:00AM GO TO SAN FRANCISCO

C•CE C•CE
02071989
SCHEDULE 10 AM
▼
GO TO ↵ SAN FRANCISCO
ENTER



Example 2: March 20, 1989 1 :OOPM - 5:00PM, Staff meeting, room **No. 101**

C•CE C•CE
03201989 SCHEDULE
1 PM 5 PM Staff
meeting ↵ room No. 101
[ENTER]



Scheduling items without times

After selecting the schedule date as outlined above, agenda items can be input directly without a specified time, except in instances when the data begins with a number. Simply begin inputting the letters in the item.
(In this instance, the tag marking the scheduled item on the monthly calendar will appear on the upper right next to the date.)

Recalling scheduled data

The following 7 methods may be used to display previously scheduled items to check what is scheduled for any given date.

1. Recalling today's agenda.
2. Recalling scheduled items from the CALENDAR mode.
3. Recalling scheduled items from the SCHEDULE mode.
4. Recalling only scheduled dates (i.e., engagements only).
5. Recalling scheduled items from the SCHEDULE mode by entering the date numerically.
6. Recalling scheduled items by using the first letter(s) of the item.
7. Recalling the scheduled item with a keyword search.

Note: When several agenda items are input for the same day, the items are recalled in the following order of priority:

1. Anniversaries (specified by month and week).
2. Anniversaries (specified by month and day).
3. Items without a specified time.
4. Items with specified starting times, displayed in order of occurrence.

(This section will explain how to recall the various scheduled items based on the examples given on pages 50 to 56.)

Recalling today's agenda

Press [SHIFT] [SCHEDULE].

When there are items for which the scheduled time has already passed, the item which is nearest to the present time is recalled. Otherwise, the Organizer selects the first item on the agenda. If nothing has been input for the day only the date will be displayed.

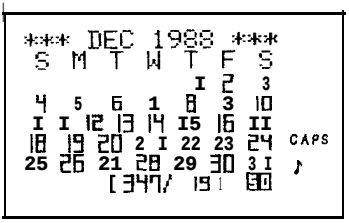
Recalling scheduled items from the CALENDAR mode

When a daily schedule is recalled from the CALENDAR mode, first select the CALENDAR mode and then press [SCHEDULE].

For example, to recall the schedule for January 20, 1989:

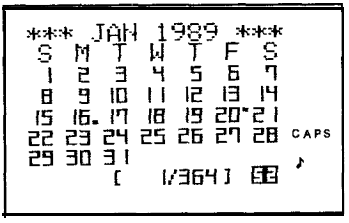
1. Select the CALENDAR mode.

SHIFT CALENDAR

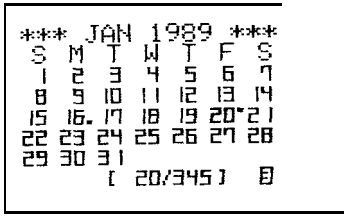


(If the Organizer clock was set for December 12, 1988 at 1:30PM as described on page 40, the calendar for December, 1988 will be displayed.)

2. Recall the calendar for January, 1989.



3. Select the 20th with the cursor keys.



Note: You may also recall January 20 by pressing C•CE and inputting the date.

4. Recall the schedule display.

SCHEDULE

Recalling scheduled items from the SCHEDULE mode

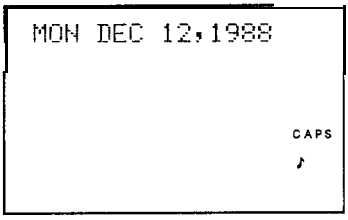
To recall the schedule directly from the SCHEDULE mode in forward or reverse direction, first set the SCHEDULE mode and then press [▽] (to recall the next day and future days) or [△] (to recall the last and previous days) as required.

For example, to recall the schedule for December 12, 1988:

1. Set the SCHEDULE mode.

[SHIFT] [SCHEDULE]

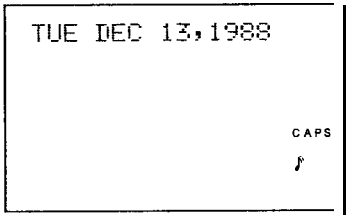
(If the Organizer clock was set on December 12, 1988 at 1:30PM as described on page 40, the calendar for December 12, 1988 will be displayed.)



2. Recall the schedule for the next day.

[▽]

The agenda for the next day will be displayed. When there are several items scheduled on the same day, the item which is scheduled to occur next will appear.

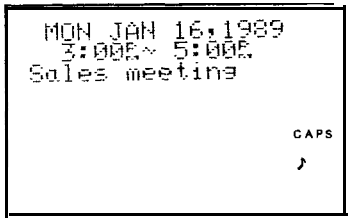


Recalling only scheduled dates (i.e., engagements only)

Recall the date input display and press [SHIFT] [▽] repeatedly so that the days on which there are items on the agenda are searched for starting with the day appearing on the display.

1. Search for all days containing agenda items.

SCHEDULE C•CE
SHIFT ▽



2. Press SHIFT ▽ repeatedly.

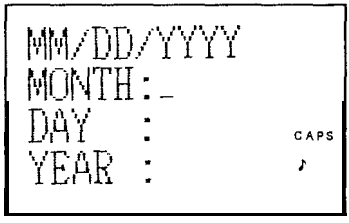
- After the last agenda item has been found, "NOT FOUND !" is briefly displayed and then the previous display reappears. Pressing △ HIFTreferences agenda items in reverse.
- Pressing SCHEDULE C•CE C•CE and SHIFT ▽ displays the oldest past agenda item. If you press SHIFT △, the most distant future agenda item is displayed.

Recalling scheduled items from the SCHEDULE mode by entering the date numerically

To recall the date directly from the SCHEDULE mode by numerical input, after entering the SCHEDULE mode, press C•CE, then enter the date with the numerical keys in accordance with the prompts. This method is handy for recalling scheduled items which are far away.

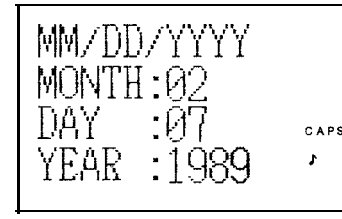
For example, to recall the schedule for February 7, 1989:
1. Display the desired date, ready for input.

SCHEDULE C•CE
C•CE



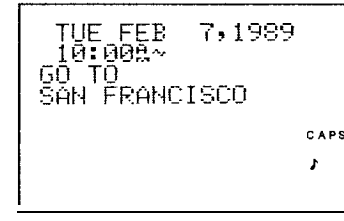
2. Input the date.

02071989



3. Recall the agenda for that date.

SCHEDULE



Recalling scheduled items using the first letter(s) of the item

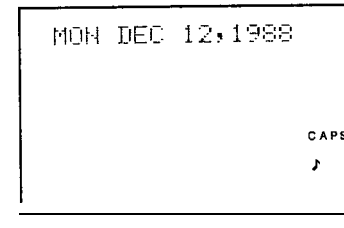
Input the first letter(s) of the schedule item you would like to recall on the display and then press [▽] to display it.

Note: Be sure to enter the first letter(s) exactly as they were entered. A difference in capital or small letters will not search properly.

For example, to recall the "Staff"-related items scheduled after December 12, 1988:

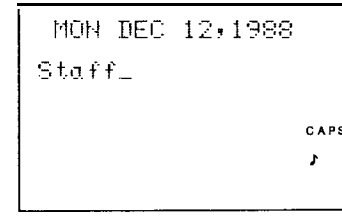
1. Select the SCHEDULE mode.

SHIFT SCHEDULE



2. Input the first letter(s).

Staff



3. Begin the search.

[∨]

Note: When [∨] is pressed, a forward search from the displayed date will begin for scheduled items beginning with the word “Staff”. If [∧] is pressed, a reverse search will take place for items scheduled before the date presently appearing on the display.

Recalling scheduled items with a keyword search

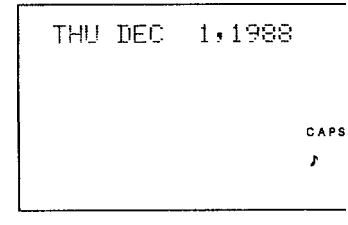
Input any word contained anywhere in the entry, and the Organizer will find it with [∨].[IFT]

Note: Be sure to enter the keyword exactly as it was entered. A difference in capital or small letters will not search properly.

To search for agenda items containing the word “meeting”, after December 1, 1988, for example:

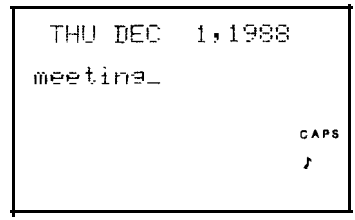
1. Select the schedule display for December 1, 1988.

[SCHEDULE] [C•CE]
[C•CE] 12011988
[SCHEDULE]



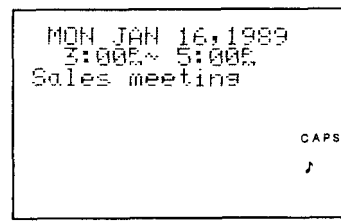
2. Input the keyword for the search.

meeting



3. Begin the search.

SHIFT [v]



The first scheduled item containing the word "meeting" after December 1, 1988 will appear on the display.

Repeated search:
To search for additional items containing the word "meeting", press SHIFT [v] repeatedly. When no more items containing the word "meeting" are scheduled, "NOT FOUND !" will appear on the display.

Reverse search:
To browse back through the list of entries containing the keyword, press SHIFT [^].

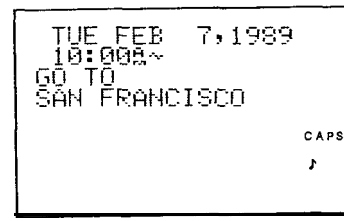
Editing scheduled data

Previously scheduled data may be edited by recalling and pressing [EDIT]. Once the edit mode is entered, the data may be edited directly using [▶] [◀] [▼] [▲] [INS] and [DEL] etc.

For example, to change “SAN FRANCISCO” within a schedule item on February 7, “GO TO SAN FRANCISCO” to “LOS ANGELES”:

1. Recall this item on the schedule for February 7.

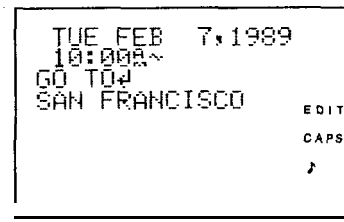
[SCHEDULE] [C•CE]
[C•CE] 02071989
[ENTER]



2. Select the edit mode.

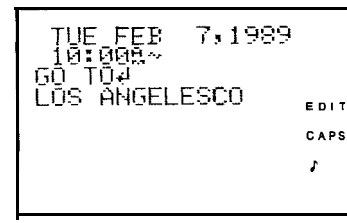
[SHIFT] [EDIT]

If "◀" appears, press [INS] to change it to "■".



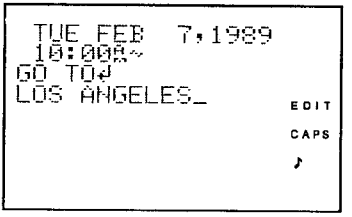
3. Move the cursor to the section to be edited.

[▼] [▼] LOS ANGELES



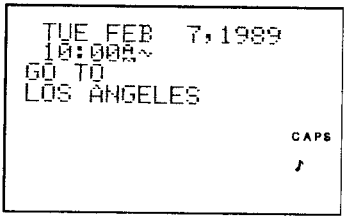
4. Delete any unnecessary letters remaining.

DEL DEL



5. Store the edited data.

ENTER



Copying scheduled data

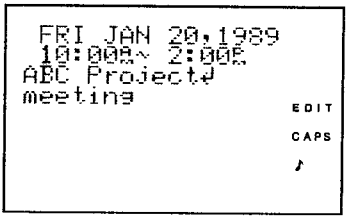
If you would like to input a new item on a different date that has the same or similar content to a previously scheduled item, you may save time by copying the previous entry onto the new date using the copy function and editing it later if required.

The copy function operates similarly to the edit function, except that instead of pressing ENTER to store the data, SHIFT ENTER are pressed. After the data is copied onto the new date, it also remains on the previous date as it was originally entered.

For example, if the "ABC Project meeting" scheduled on January 20 is also to be held at the same time on February 6, you may copy it onto the new date as follows:

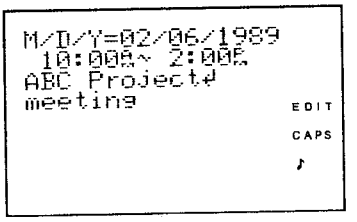
1. Recall the items scheduled for January 20 and select the edit mode.

C•CE C•CE
01201989 SCHEDULE
SHIFT EDIT



2. Change the date.

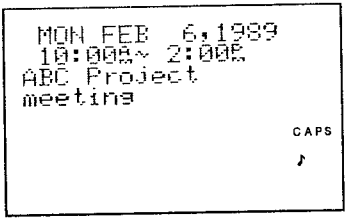
▲ 0206



(You can also change the entire date by pressing C•CE C•CE at this point and re-inputting the entire date.)

3. Copy the data.

SHIFT ENTER



(In this instance, the data is stored in the memory as is without correction. If the copied data requires additional editing, it may be edited as described in "Editing scheduled data" above.)

Deleting scheduled data

The amount of data which can be stored in the schedule memory is limited, and when the memory reaches its capacity no more data can be entered. For this reason, it is a good idea to periodically delete unnecessary data. This can be done by the following four methods:

1. Deleting one agenda item at a time
2. Deleting the agenda for an entire month
3. Deleting the agenda for an entire week or day
4. Deleting all of the data in the schedule memory

Note: When the secret function is engaged, "SECRET ON !" will appear on the display. In this instance, the secret mode must be turned off first before the data can be deleted. (Refer to "Turning off the secret function," page 136.)

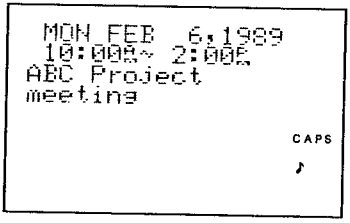
Deleting one agenda item at a time

First recall the data you would like to delete on the display and delete it with [DEL] and [Y].

For example, to delete the "ABC Project meeting" scheduled for February 6:

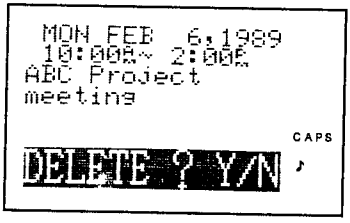
1. Recall the schedule for that day.

[C•CE] [C•CE]
02061989 [SCHEDULE]



2. Press [DEL].

[DEL]



3. The delete prompt appears.
   Press [Y]. (To retain the data, press [N].)

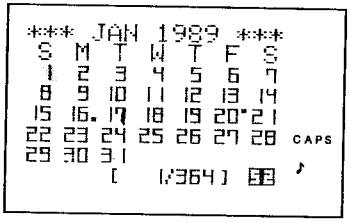
* After deletion, the next agenda item for that day or that date alone will be displayed.

Deleting the agenda for an entire month

To delete the agenda for January, 1989, for example:

1. Select the CALENDAR mode and display the calendar for the month you would like to delete.

[CALENDAR] [C•CE]
[C•CE] 01011989
[CALENDAR]



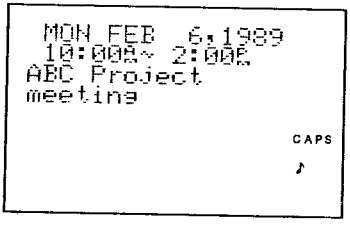
Deleting one agenda item at a time

First recall the data you would like to delete on the display and delete it with [DEL] and [Y].

For example, to delete the "ABC Project meeting" scheduled for February 6:

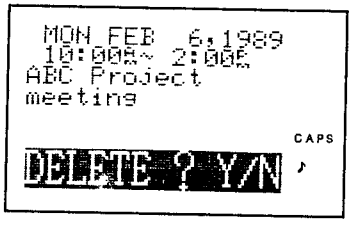
1. Recall the schedule for that day.

[C•CE] [C•CE]
02061989 [SCHEDULE]



2. Press [DEL].

[DEL]



3. The delete prompt appears.
   Press [Y]. (To retain the data, press [N].)

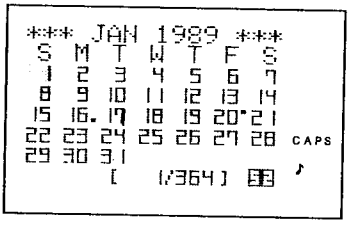
* After deletion, the next agenda item for that day or that date alone will be displayed.

Deleting the agenda for an entire month

To delete the agenda for January, 1989, for example:

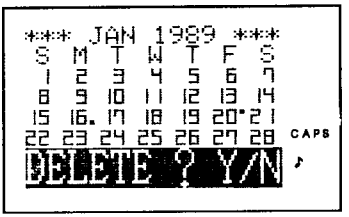
1. Select the CALENDAR mode and display the calendar for the month you would like to delete.

[CALENDAR] [C•CE]
[C•CE] 01011989
[CALENDAR]



2. Press [DEL].

[DEL]



3. The delete prompt appears.
   Press [Y]. (To retain the data, press [N].)

After the agenda for the month has been deleted, the flags on scheduled dates will disappear from the calendar.

Deleting the agenda for an entire week or day

The procedure for deleting a weekly or daily agenda is basically the same as that for deleting a monthly agenda, except that the respective weekly schedule or daily schedule is recalled. When the monthly calendar appears, press [CALENDAR] to recall the weekly schedule; when the weekly schedule is displayed, press [CALENDAR] to display the daily schedule. (Refer to the section concerning the calendar function for details.)

1. Display the weekly or daily agenda you would like to delete.
2. Recall the delete prompt by pressing [DEL].

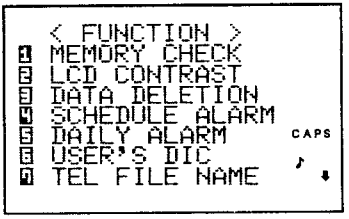
The delete prompt appears. Press [Y]. (To retain the data, press [N].)

Deleting all of the data in the schedule memory

All the data in the schedule memory can be deleted using the miscellaneous functions.

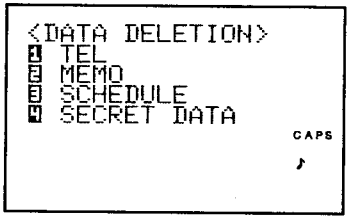
1. Recall the miscellaneous function display.

[SHIFT] [FUNCTION]



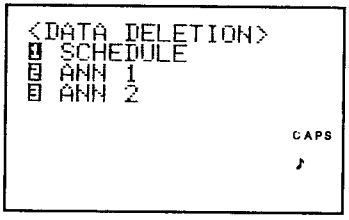
2. Select "3 DATA DELETION".

3



3. Select "3 SCHEDULE".

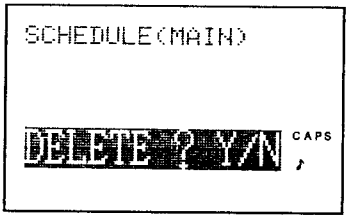
3



(The schedule or anniversaries can be selected.)

4. Select "1 SCHEDULE".

1



5. The delete prompt appears.
Press [Y]. (To retain the data, press [N].)

USING THE CALENDAR FUNCTION

Press [CALENDAR] a few times. You will cycle through three types of calendar:

1. Monthly. Recall and display any month during the 199-year period from January 1, 1901, to December 31, 2099. Dates which are tagged (•) contain agenda items you have entered. Special days like anniversaries will appear as light-on-dark highlights.
2. Weekly. Display the agenda items of any given week. When there are two or more items scheduled for the same day, the first 12 letters of the first item on the agenda for that day will be displayed. (The other items for that day will not be displayed.)
3. Daily. The agenda items for a given day are displayed in chronological order.

Agenda items are generally entered from the schedule function; special dates such as anniversaries can be input using the anniversary function.

Displaying and changing the monthly calendar

There are three methods of recalling dates and scanning the built-in calendar.

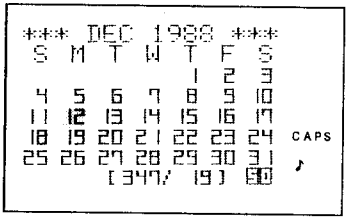
1. Displaying the calendar and changing the month with [▽] or [△].
2. Specifying the desired date, past or future, with the numerical keys.
3. Designating the year and month on the monthly calendar.

Changing the month with [v] or [^]

Once the CALENDAR mode has been selected, the month can be changed by pressing [v] (to display upcoming months) or [^] (to display past months) as follows:

1. Select the CALENDAR mode.

[SHIFT] [CALENDAR]

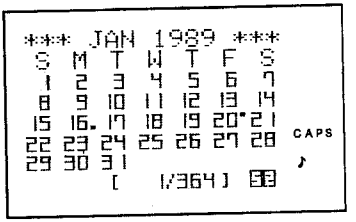


Notes:

- Pressing [SHIFT] [CALENDAR] displays the current monthly calendar. In this instance, if you set the Organizer's built-in clock for 1:30PM on December 12, as described on page 40, the calendar for December 1988 will be displayed.
- The numbers "[347/19] 50" will appear at the end of the display. "347" indicates that this is the 347th day of 1988, "19" indicates that there are "19" days left in the year, and "50" indicates that this is the 50th week of the year.
- The time separating any two events can be calculated by subtracting their day numbers.
- The Organizer recognises each Monday-to-Sunday interval as one week. The number of the week in the year (1st, 2nd, 3rd, etc.) is determined as follows:
  1. If January 1st falls between Monday and Thursday, it begins the first week of the year.
  2. If January 1st falls between Friday and Sunday, it begins the final week of the previous year.
  3. If December 31st falls between Monday and Wednesday, it begins the first week of the next year.

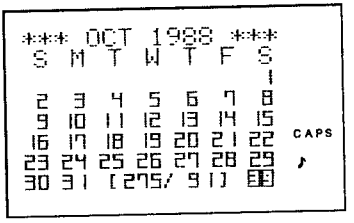
2. Display the calendar for the next month.

[▽]



3. Display the calendar for three months prior to the month presently on the display.

[△][△][△]



Note:

- When [▽] or [△] is pressed continuously, the calendar will scroll forward or backward. (If you overshoot the desired month, change keys to reverse direction.)

To return the calendar to the current date:

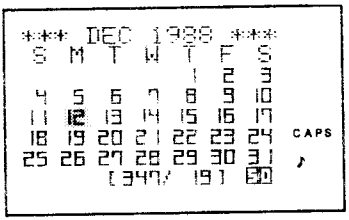
Press [SHIFT] [CALENDAR].

Recalling a date with the numerical keys

Use [−] or [+] to access a daily schedule that is a fixed number of days in the past or future. Do this to check deadlines or to compare payment due dates, for example.

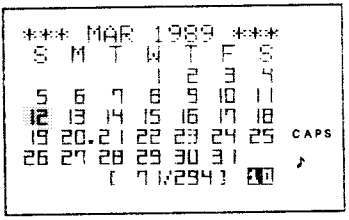
1. Select the CALENDAR mode.

SHIFT CALENDAR



2. Check the schedule for the 90th day from today.

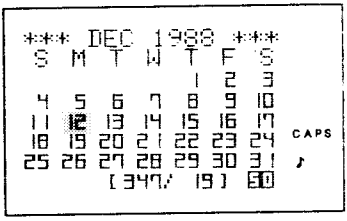
\+ 90 ENTER



* The 90th day from today will flash on the display.

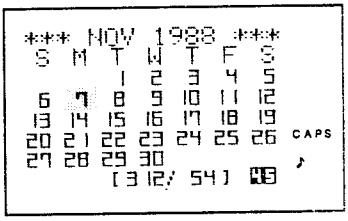
3. Return to the current date on the calendar.

SHIFT CALENDAR



4. Check what the date was five weeks or 35 days ago, for example.

\- 35 ENTER



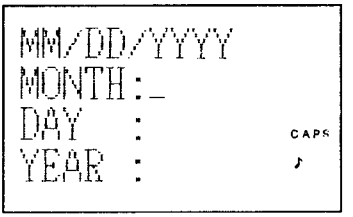
Recalling a month by designating the year and month

You can also change the calendar with [C•CE], inputting the month and year which you would like to display when the date prompt appears, and then pressing [CALENDAR] again.

For example, to display the month of February, 1989:

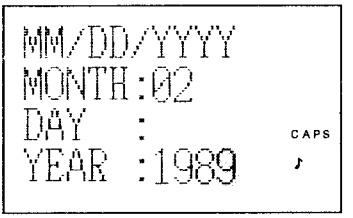
1. Display the desired date, ready for input.

[CALENDAR] [C•CE]
[C•CE]



2. Input the date.

02 [▼] 1989



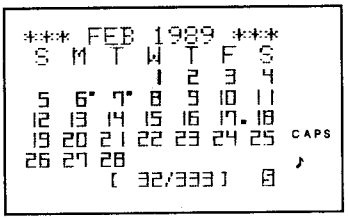
Notes:

- Press [▼] to skip the input of the day of the month.
- To input a single-digit date or month, either enter zero and the digit (i.e., "06") or the digit and [▼].
- If you input the day of the month that date will flash when the calendar appears.

3. Recall the calendar.

[CALENDAR]

The specified month calendar will be displayed.



Looking at the agenda in the CALENDAR mode

When the monthly calendar is displayed, move the cursor to the date you want the agenda for with the cursor keys ([▶] [◀] [▲] [▼]). When the date flashes on the display, press [SCHEDULE], and the agenda for that day will appear on the display. You can edit or add to this data.

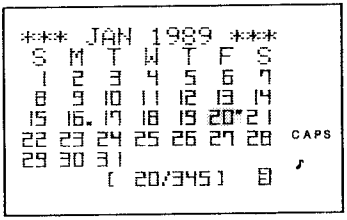
Pressing [CALENDAR] while looking at the monthly calendar displays the weekly schedule including the designated day. If you press [CALENDAR] a second time after the weekly schedule is displayed, the daily schedule will appear.

The weekly schedule display provides only the first 12 letters of each item; the daily schedule displays only the first 4 letters of each item for that day. The weekly and daily schedule functions are used as follows:

To display the weekly schedule and the daily schedule on January 20, 1989.

1. Display the monthly calendar.

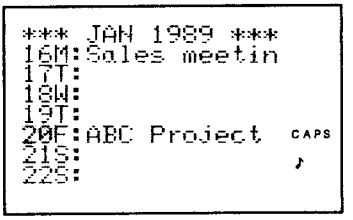
[CALENDAR] [C•CE]
[C•CE] 01201989
[CALENDAR]



2. Display the weekly schedule.

CALENDAR

(The weekly schedule will be displayed, starting from Monday.)



Note:

Only the first 12 letters of each item are displayed on the weekly agenda. When more items than one are scheduled on the same day, only the highest priority item is displayed, in the following order:

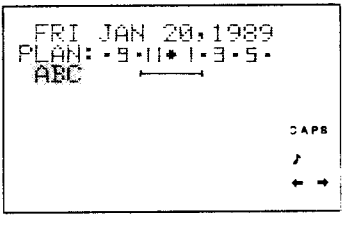
1. Anniversaries (designated by the month and week).
2. Anniversaries (designated by the month and day).
3. Items without a scheduled time.
4. Items with a scheduled starting time.

To change the weekly schedule:
Press [▽] to display the weekly schedule for the next week.
Press [△] to display it for the previous week.
Press [▼] to flash the next day within the week.
Press [▲] to flash the previous day within the week.

3. Display the daily schedule.

CALENDAR

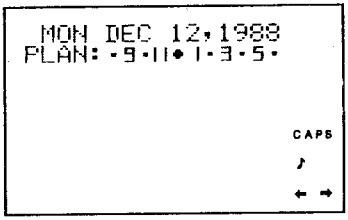
The daily schedule will be displayed graphically.



Notes:

- Press [CALENDAR] one more time while the daily schedule is being displayed and the monthly calendar display will return.
- Press [SHIFT] [CALENDAR] while any one of the three types of calendar (monthly, weekly, or daily) are being displayed and the Organizer will display the current month or day (as determined by the built-in clock).

[SHIFT] [CALENDAR]



When several items are on the agenda, they will be displayed in the following order of priority:

1. Anniversaries (designated by the month and week).
2. Anniversaries (designated by the month and day).
3. Items without a scheduled time.
4. Items with a scheduled starting time.

How the daily graph display works

When the daily schedule is displayed, the scheduled starting and finishing times for each item between 8:00AM and 6:00PM appears graphically. Times not displayed directly can be seen by pressing [▶] or [◀] to scroll the display to right or left, respectively.

Viewing 6 or more items on a daily agenda requires scrolling up and down the display by pressing [▼] and [▲].

The duration of agenda items is shown in 30-minute units.

Thus:

1. Schedule times beginning between the hour and the 29th minute are shown as beginning on the hour (i.e., a 2:10 appointment is shown as beginning at 2:00), while those beginning between the 30th minute and the 59th are shown as beginning on the half hour (i.e., a 2:45 appointment is shown as beginning at 2:30).
2. Schedule times ending between the 1st and the 30th minute are shown as ending on the half hour (i.e., a 2:15 finish becomes a 2:30 finish on the agenda), while those ending between the 31st and 59th minute are shown as ending on the hour (i.e., a 2:50 finish becomes a 3:00 finish).

Non-scheduled items and items with starting times only

Items without scheduled times, such as anniversaries and birthdays, will be displayed without any schedule time notations.

Items with only a starting time are shown as ending 30 minutes later.

USING THE ANNIVERSARY FUNCTION

When an anniversary (i.e., any special calendar day such as a wedding anniversary or birthday) is recalled in the SCHEDULE mode, "ANN" is highlighted on the display. Anniversary dates stored in the anniversary function are displayed on the schedule before other items. In the CALENDAR mode, these dates are highlighted on the monthly calendar. In addition, once a certain date is designated as an anniversary, the date will be flagged for every year from 1901 to 2099. Thus, the anniversary function serves as a mnemonic aid for these important personal dates and can also be used to mark such events in the past and future.

A 4-line display can store anniversary names in large-sized letters for easy reading. While displayed in the SCHEDULE mode, however, these letters cannot be changed from the 4-line to the 8-line display format or vice versa. To switch between the 4-line and the 8-line displays, recall the anniversary by pressing [SHIFT] [ANN] and then press [SHIFT] [4◆▶8 LINES].

(Refer to "Recalling anniversaries".)

Inputting anniversaries

Anniversary dates and other special days are input by the following two basic methods:

1. Specifying the date
2. Specifying a day in a certain week

Note: A number of anniversary and special dates can be entered on the same day, even though other anniversary and schedule items have been entered previously.

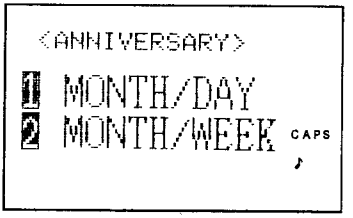
Specifying the date (month and day)

Input the date and designation.

To input "INDEPENDENCE DAY" on July 4th and "NANCY BIRTHDAY" on February 12, for example, proceed as described below. (In the example, input "INDEPENDAN DAY" for "INDEPENDENCE DAY" to serve as an editing example for later.)

1. Select the anniversary mode.

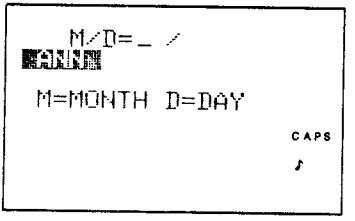
SCHEDULE SHIFT
ANN



(The anniversary menu will appear on the display.)

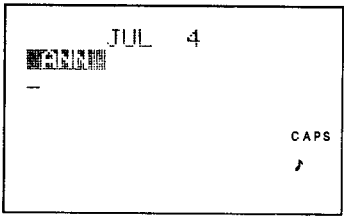
2. Select "1 MONTH/DAY".

1



3. Input July 4th.

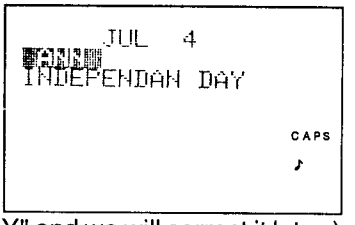
0704 ENTER



(After the date has been input, the month will be spelled out on the display.)

4. Input the date designation.

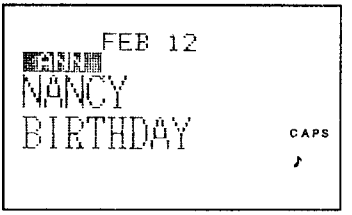
INDEPENDAN DAY ENTER



(In this example, input "INDEPENDAN DAY" and we will correct it later.)

5. Input the second entry, "NANCY BIRTHDAY" using the 4-line display.

0212 [ENTER]
[SHIFT] [4◆8 LINES]
NANCY[↵] BIRTHDAY
[ENTER]

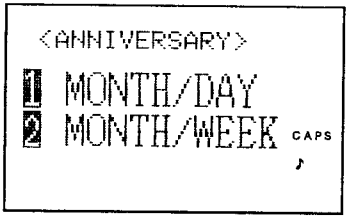


Designating anniversaries by their positions relative to months and weeks

To input, "3rd Monday in February" for "WASHINGTON'S BIRTHDAY," for example:

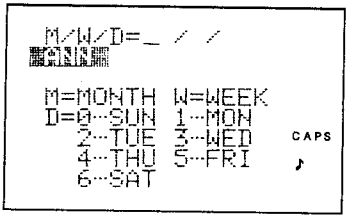
1. Select the anniversary mode.

[SHIFT] [ANN]



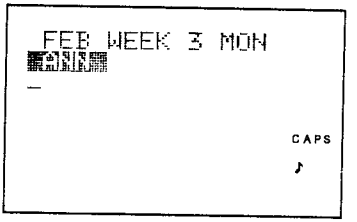
2. Select "2 MONTH/WEEK".

2



3. Input the 3rd Monday in February with the numerical keys.

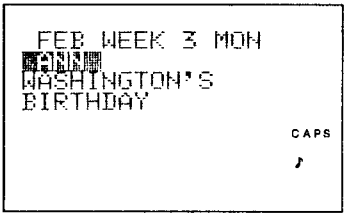
0231 [ENTER]



(The days of the week are indicated by numbers 0 to 6 in sequence as follows: 0 = Sunday, 1 = Monday and so forth, ending with 6 = Saturday.) After the number for the day of the week is input, that day will be spelled out on the display.

4. Input "WASHINGTON'S BIRTHDAY".

WASHINGTON'S [↵]
BIRTHDAY [ENTER]



(To input the apostrophe, use the symbol input mode.)

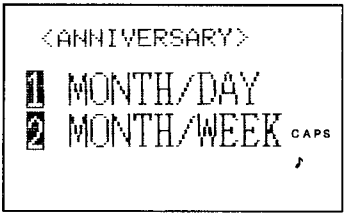
Correcting an entry during input
To correct an entry while it is being input, move the cursor using [▶], [◀], [▼], and [▲] to the position you wish to correct and re-input the correct letters. (Refer to "Making corrections," page32.)

Recalling anniversaries

Anniversaries that have been stored with the anniversary function can be checked by specifying the "MONTH/DAY" or "MONTH/WEEK" in the same manner as they were input.
After specifying the "MONTH/DAY" or "MONTH/WEEK", the entries in the anniversary mode will be displayed in calendar sequence each time [▽] is pressed. The following example shows how to recall anniversaries by the "MONTH/DAY". (Dates input by the "MONTH/WEEK" are also recalled in the same manner.)

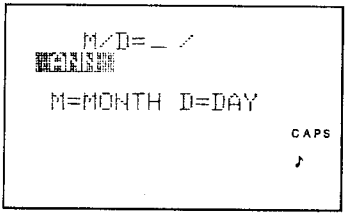
1. Select the anniversary mode.

[SCHEDULE] [SHIFT]
[ANN]



2. Select "1 MONTH/DAY".

1



Note: Each time [▽] or [△] is pressed, the next entry will be recalled in calendar sequence.

Editing, adding, or deleting anniversaries

After displaying an entry, the general procedure for editing, adding or deleting data is as follows:

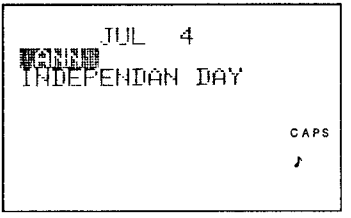
1. To edit the entry, press [SHIFT] [EDIT], then edit it.
2. To append new data, input the month and day directly with the numerical keys when anniversary items are displayed.
3. To delete the entry, when the entry appears on the display, press [DEL].

Editing an anniversary entry

To edit an anniversary entry, for example, such as changing "INDEPENDAN DAY" to "INDEPENDENCE DAY":

1. Recall the entry, "July 4th, INDEPENDAN DAY".

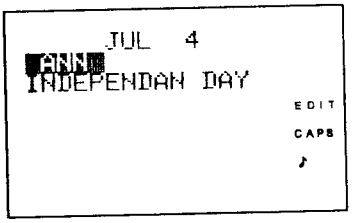
[SHIFT] [ANN] 1
[▽] [▽]



(Press [▽] or [△] until the entry appears.)

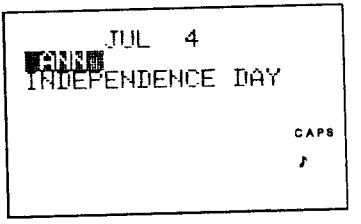
2. Select the edit mode.

SHIFT EDIT



3. Move the cursor to the letter you wish to correct and correct it.

▶ ... ▶ E ▶
INS CE INS
ENTER



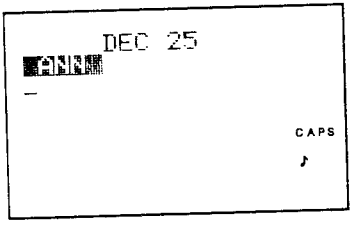
To correct the date, first enter the edit mode, then press ▲ until the date flashes.
Replace the date with the new date. The date will be displayed in number format (e.g., 7/4).

Adding an anniversary entry

To add "December 25, X'mas", to the list of anniversaries:

1. When the anniversary date input mode is set or when anniversary items are displayed, input the date numerical keys.

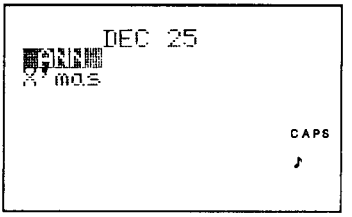
1225 ENTER



Note: When "M/D=" is not displayed, press SCHEDULE
SHIFT ANN 1.

2. Input the item you wish to add to the list.

X'mas [ENTER]



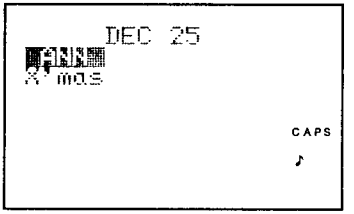
Deleting anniversary entries

Deleting one entry

To delete the "X'mas" entry, for example:

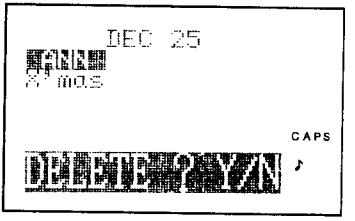
1. Recall the entry "December 25, X'mas".

[SCHEDULE]
[SHIFT] [ANN] 1 [▽]
(Press [▽] repeatedly until "X'mas" appears.)



2. Recall the delete prompt.

[DEL]



3. The delete prompt appears. Press [Y]. (To retain the data, press [N].)

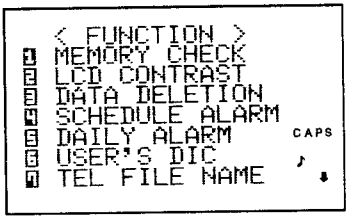
Deleting all the entries

All the entries which were input after specifying "MONTH/DAY" or "MONTH/WEEK" can be deleted together.

For example, delete all the input data specified with "MONTH/WEEK":

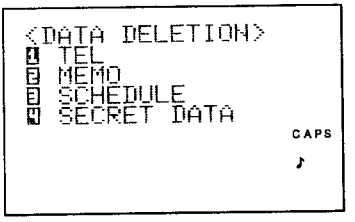
1. Select the miscellaneous function mode.

SHIFT FUNCTION



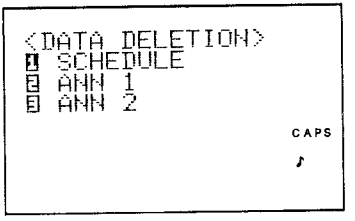
2. Select "3 DATA DELETION".

3



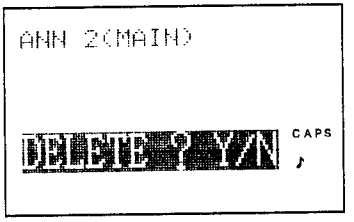
3. Select "3 SCHEDULE".

3



4. Select "3 ANN 2".

3



5. Recall the delete prompt.
The delete prompt appears. Press Y. (To retain the data, press N.)
To specify "MONTH/DAY", press "2 ANN 1". To specify "MONTH/WEEK", press "3 ANN 2".

USING THE TELEPHONE DIRECTORY

The telephone directory stores the names, telephone numbers, and addresses of business clients, companies, personal friends and so on.

The Organizer's telephone directory is actually three different telephone directories in one, with different directory modes (TEL1, TEL2, and TEL3) to keep business, private, and other listings separate.

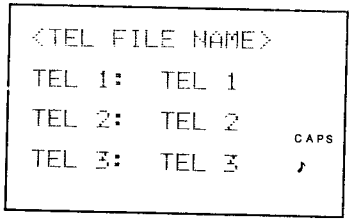
Designating the file names

The file names for the different directories (business, private, etc.) can be input from the miscellaneous function mode. Input directory file names of 10 letters or less as follows:

1. Select the miscellaneous function mode.

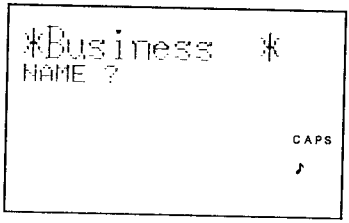
   [SHIFT] [FUNCTION] 7

   (The prompt for inputting the directory file name will appear.)



2. Input the directory file names.

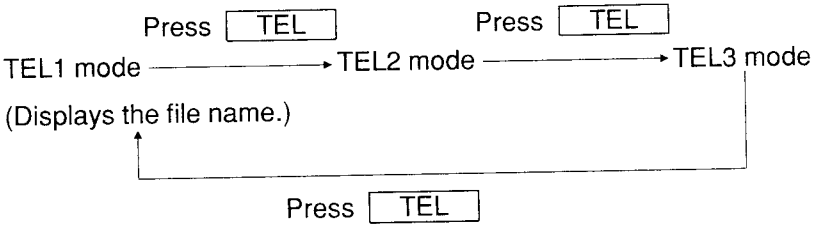
   [C•CE] Business [ENTER]
   [C•CE] Private [ENTER]
   [C•CE] Others [ENTER]
   [TEL]



* If you do not wish to assign a file name to a directory, skip this step by pressing [ENTER].
* To discontinue the entry of a directory file name, press [C•CE] twice.
* When "CAPS" appears on the display, capital letters are input, and when not, small letters are input. Pressing [CAPS] alternates between capital and small letters.

Entering listings

Telephone listings can be entered into any of the three directories. Pressing [TEL] the first time displays TEL1 directory. Subsequent presses display the TEL2, TEL3, and again the TEL1 directories. When a telephone number is displayed, pressing [TEL] displays the file name of the directory it originated from.



Entering telephone listings into the TEL1 directory

To enter these sample listings into the TEL1 directory, follow steps 1. to 6. below:

TEL1	Business		
EDWARDS BOB	201-265-5600	FAX 265-1869	President, AbC Co.
DAVIS MIKE	214-456-7890		Davis Assoc.
FIRST SAVING AND LOAN	213-637-9488		closes 5 P.M. M-F

Notes:

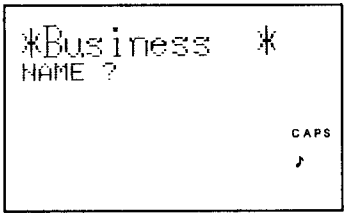
- You may designate any listing as secret by pressing [SHIFT] [MARK ✱] during entry. But be sure you know the password or all your secret listing may be lost! See page 133 for details.

- The 8-line mode can display up to 16 letters per line. Press [↵] at a convenient point on the line so that the words will break properly. When similar data is being input, you may find it convenient to use the copy function. (Refer to "Copying directory listings," page 65).

1. Select the TEL mode.

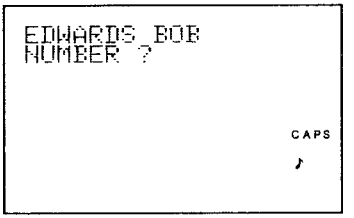
   [TEL]

   (The TEL1 directory file name will be displayed.)



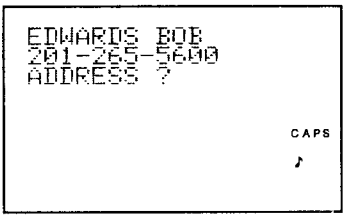
2. Input the name of the first party.

   EDWARDS BOB [ENTER]



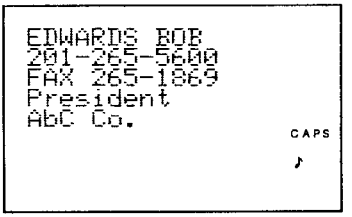
3. Input the party's telephone number and fax number.

   201-265-5600 [↵]
   FAX 265-1869 [ENTER]



4. Input the party's company name and address, etc.

   President [↵]
   AbC Co. [ENTER]

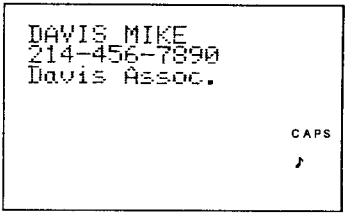


Notes:

- To skip the party's company name and address, simply press [ENTER] at this point.
- When inputting the company name and address, press [↵] to break the name and address evenly on the lines.
- Check the listing for mistakes before pressing [ENTER]. If there are, correct them using the cursor keys ([◀], [▶], [▼], [▲]), [INS], [DEL], and [BS], and then press [ENTER]. If you find any mistakes after you have already pressed [ENTER], then correct the listing using the editing function. (Refer to "Editing listings," page 94.)

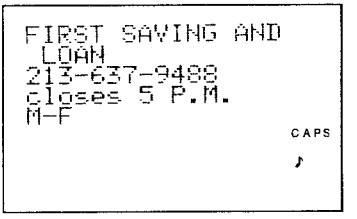
5. Input the next listing,"DAVIS MIKE". in the same manner.

DAVIS MIKE [ENTER]
214-456-7890 [ENTER]
Davis Assoc. [ENTER]



6. Input "FIRST SAVING AND LOAN" similarly.

FIRST SAVING AND LOAN
[ENTER]
213-637-9488 [ENTER]
closes 5 P.M. [↵]
M-F [ENTER]



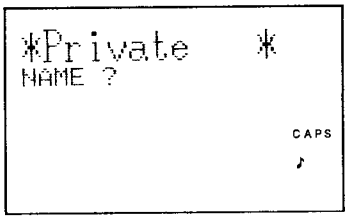
Entering listings into the TEL2 directory:

TEL 2 Private
SMITH BETTY 201-529-8872 Mahwah, New Jersey 07430
JONES JACK 708-759-8555 Romeoville, Illinois

1. Display the TEL2 directory.

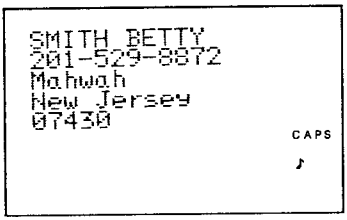
[TEL] [TEL]

(Press [TEL] twice until TEL2 appears on the display.)



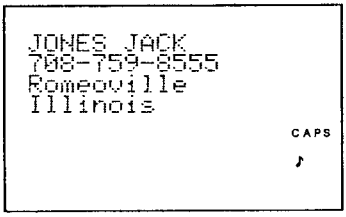
2. Input listings as for the TEL1 mode.

SMITH BETTY [ENTER]
201-529-8872 [ENTER]
Mahwah [↵] New Jersey [↵]
07430 [ENTER]



3.

JONES JACK [ENTER]
708-759-8555 [ENTER]
Romeoville [↵]
Illinois [ENTER]



Recalling listings

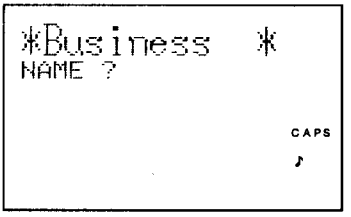
The telephone listings are stored in the order described on page 97.
There are three methods of retrieving telephone listings:

1. sequential search, which retrieves the listings in alphabetical order,
2. direct search using the first letter(s) of the party's name, and
3. a keyword search for any word contained in the listing.

Recalling a listing with a sequential search

1. Select the TEL1 directory.

TEL



Note: If the TEL1 directory does not initially appear press TEL until it appears on the display.

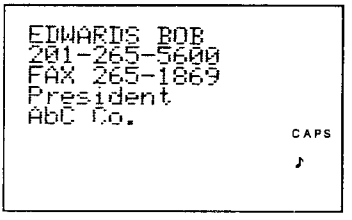
2. Display the first listing.

▽

(When ▽ is pressed, a search of the listings begins in alphabetical order.)

3. Display subsequent listings.

▽



Recalling a listing with a direct search

Press C•CE, then enter the first letter(s) of the party's name and press ▽. Capital and small letters must be input exactly as they were originally entered.

1. To recall a listing which starts with "D", for example, in the TEL1 directory, first select the TEL mode.

C•CE D ▽

* Subsequent entries will be searched in sequential order.

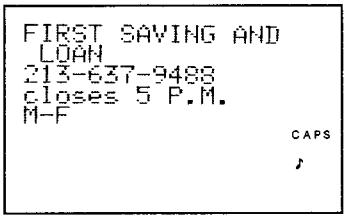
Recalling a listing with a keyword search

To perform a keyword search, press C•CE, then input any word contained in the desired listing and press SHIFT ▽.

Note: Capital and small letters must be input exactly as they were originally entered.

1. Recall listings containing the word "LOAN", for example.

C•CE LOAN SHIFT ▽



Each time SHIFT ▽ is repeated, successive listings containing the word "LOAN" will be displayed.

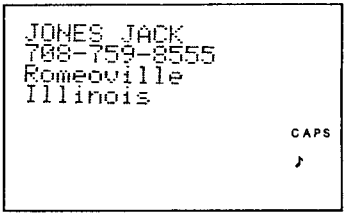
Editing listings

To edit a listing, display it, and then press [SHIFT] [EDIT] to enter the edit mode.
Use [DEL] or [BS] to delete data. With the cursor "■" you may type over data. Or, press [INS] to change the cursor to "◀" and you may insert new data. You may also change the secret status of a listing (see page 133.)
To add the name "SHARP CORP." to the listing for "JONES JACK" in the TEL2 mode, for example:

1. Select the TEL2 mode and recall the listing for "JONES JACK".

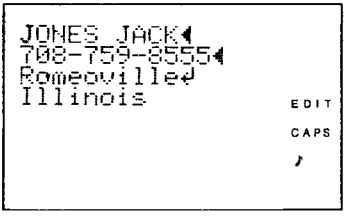
   [TEL] [▽]

   (Press [▽] repeatedly until the listing appears.)



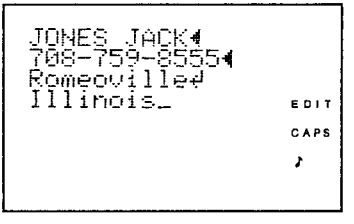
2. Select the edit mode.

   [SHIFT] [EDIT]



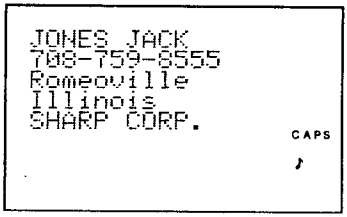
3. Move the cursor to the end of the address to add the company name using the cursor keys.

   [▼] [▼] [▼] [▶] ... [▶]



4. Press [↵] and input the company name.

   [↵] SHARP CORP. [ENTER]



Copying listings

1. Display the listing you would like to copy.
2. Enter the edit mode by pressing [SHIFT] [EDIT].
3. Edit the data as required before copying.
4. Copy the entry by pressing [SHIFT] [ENTER] (instead of simply pressing [ENTER] as you would normally do when storing a listing in the memory).

Once the listing is copied, the new listing appears separately, while the original listing remains unchanged. (Refer to "Copying scheduled data," page 65.)

Deleting listings

Either single listings or an entire directory (TEL1, TEL2, or TEL3) can be deleted as required.

Deleting single listings

1. Select the directory containing the listing to be deleted (TEL1, TEL2, or TEL3).
   (Press [▽] several times until the listing is displayed.)
2. Delete the entry with [DEL].

   [DEL]

   The delete prompt appears. Press [Y]. (To retain the data, press [N].)

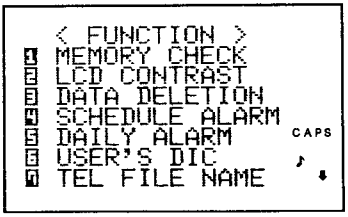
Deleting entire directories (TEL1, TEL2, or TEL3)

Any one of these directories can be deleted separately by using the miscellaneous function mode.

To delete TEL2, for example:

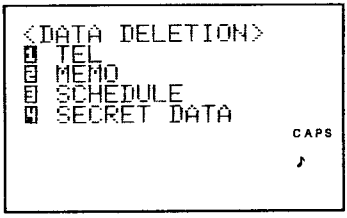
1. Select the miscellaneous function mode.

SHIFT FUNCTION



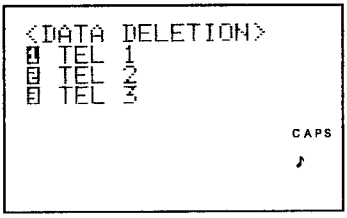
2. Select "3 DATA DELETION".

3



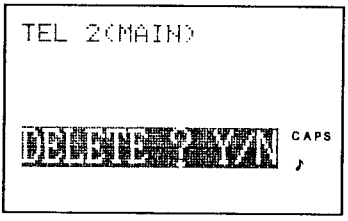
3. Select "1 TEL".

1



4. Select "2 TEL2".

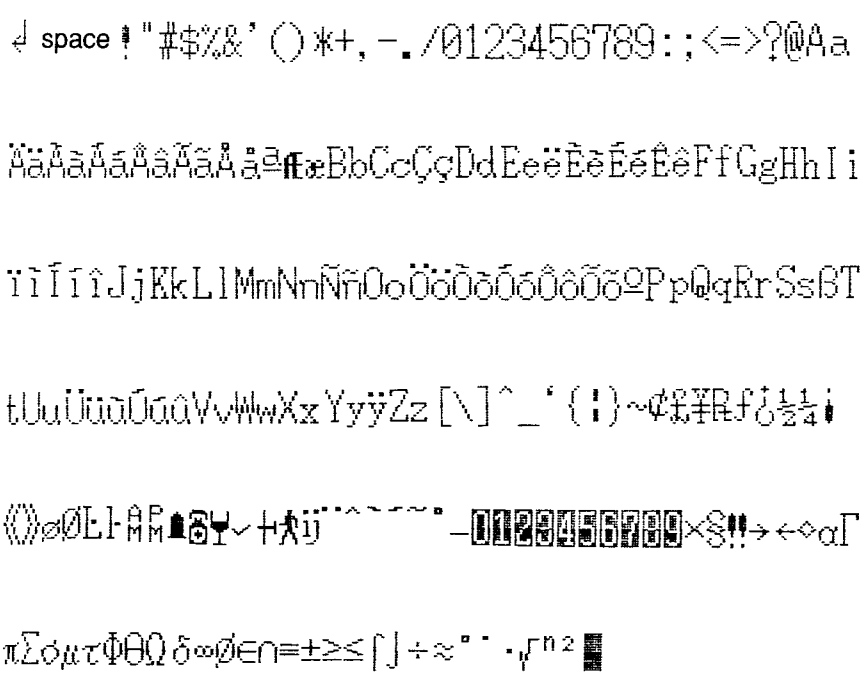
2



The delete prompt appears. Press [Y]. (To retain the data, press [N].)

Note: When the secret function is engaged, "SECRET ON !" will appear on the display. In this instance, the secret mode must be turned off first before the data can be deleted (Refer to "Turning off the secret function," page 136.)

The characters are sorted in the following order:



USING THE MEMO FUNCTION

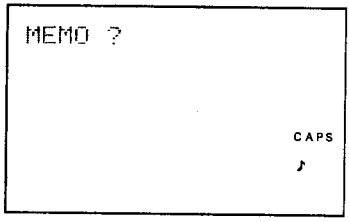
The Organizer's memo function conveniently stores odd bits of information not appropriate for the schedule or other directories. Memo items are normally displayed in the order of input and normally recalled in the same order; however, the order of recalling can be changed. (Refer to "Rearranging memos," page 106.)

Inputting memos

To input the following three items, for example:
"X'mas presents, Jill sweater, Mother ring"
"ABC BANK Chicago Branch, Account No. 272-0011223"
"PASSPORT No. M6711888, Expires 12/25/90"

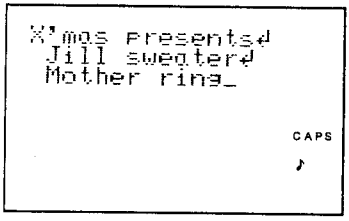
1. Select the MEMO mode.

[MEMO]



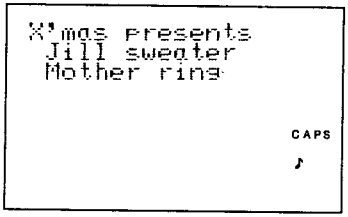
2. Input the data.

X'mas presents [↵]
[SPC] Jill [SPC]
sweater [↵]
[SPC] Mother [SPC]
ring



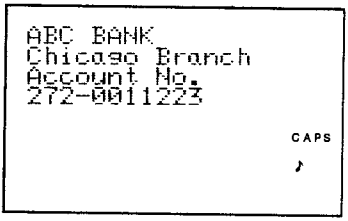
3. Store the entry.

ENTER



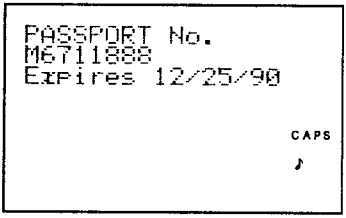
4. Input the second memo in the same manner and press ENTER.

ABC SPC BANK ↵
Chicago Branch ↵
Account No. ↵ 272-0011223
ENTER



5. Input the third memo in the same manner and press ENTER.

PASSPORT No. ↵
M6711888 ↵
Expires 12/25/90 ENTER



Recalling memos

The following three methods can be used to recall memos.

1. Sequential search in the order of input:
   Press ▽ to display each memo in the order it was input.
   Press △ to reverse the order of display after the last memo is displayed.

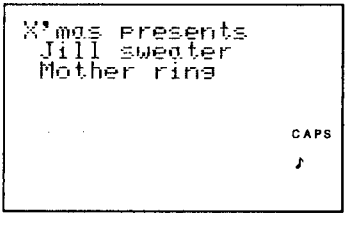
2. A direct search for the first letter(s) of the entry:
   Input the first letter(s) of the memo entry. Press [▽] to search forward. Press [△] to search backward.
   Subsequent memos will be displayed in sequential order each time you press [▽] or [△].
3. Keyword search for a key word contained in a memo:
   Input any word contained in the memo and press [SHIFT] [▽] or [SHIFT] [△].
   [SHIFT] [▽] initiates a forward search. [SHIFT] [△] initiates a search backward.

Recalling memos with a sequential search

Each time [▽] is pressed, data is recalled in the order of input. When [△] is pressed, data is searched in reverse order. The basic search steps are as follows:

1. Select the MEMO mode and recall the data.

[MEMO] [▽]



Each time [▽] is pressed, the next item is displayed.

* If you press [▽] after the last entry is displayed, "NOT FOUND !" will appear on the display. Following this, "MEMO ?" appears to inform you that the Organizer is ready to accept additional memos.
* Reverse search works in the same manner. When you reach the top of the list after performing a reverse search with [△], "NOT FOUND !" will appear on the display. Following this, the "MEMO ?" prompt appears.

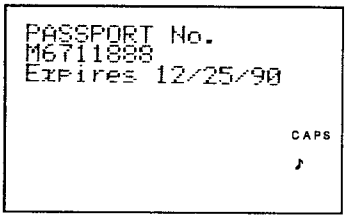
Note: For long memos which cannot be displayed all at once, "↓" and/or "↑" will be displayed to inform you that additional parts of the memo can be found in the direction of the arrow. Press [▼] or [▲] to scroll the data across the display.

Recalling memos with a direct search

The first letter(s) of the memo can be searched for. To continue the direct search after the first item is located, the first letter(s) must be re-input each time you press [▽] or [△] . (Otherwise the additional memos will be searched for in sequential order.)
To search for a memo beginning with the letter "P", for example:

1. Select the MEMO mode, then search for a memo entry starting with the letter "P".

[MEMO] P [▽]



The first memo beginning with the letter "P" will be displayed. (Subsequent entries will be searched in sequential order only.)

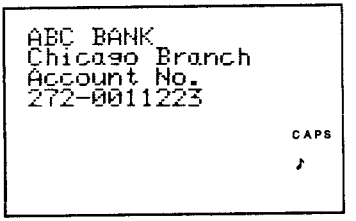
Searching for internal letter(s) in a memo
In addition to a direct search for the first letter(s) of a memo, any letter(s) of any part of a memo can be searched for by pressing [SHIFT] [▽] . (This is similar to the keyword search described below.)

Recalling memos with a keyword search

With the keyword search function, the memos containing the key word are searched out in sequence.
To perform a keyword search for memos containing the word "Acc", for example:

1. Input the keyword in the MEMO mode.

[MEMO] Acc [SHIFT] [▽]



(The first memo containing the word "Acc" will be displayed)

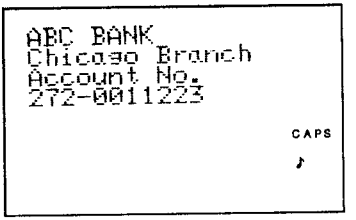
* Subsequent memos containing the same word can be recalled in order each time you press [SHIFT] [▽] .

Correcting memos

Memo editing capabilities are similar to those in TEL (see page 94).
For example, to change "Chicago Branch" to "Boston Branch" in the memo for ABC BANK:

1. Display the memo containing, "ABC BANK".

[MEMO] ABC [▽]

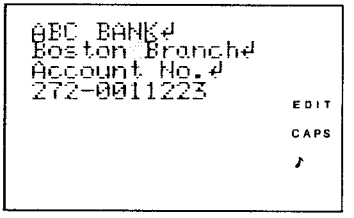


2. Select the edit mode.

SHIFT EDIT

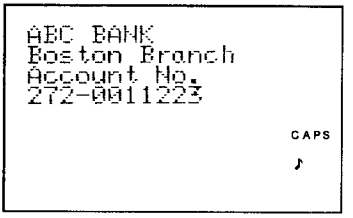
3. Correct "Chicago" to "Boston".

▼ Boston DEL



4. Store the revised version.

ENTER



Copying memos

1. Display the memo you wish to copy.
2. Input SHIFT EDIT to select the edit mode.
3. Edit the entry.
4. Input SHIFT ENTER .

After the data has been copied, the new memo will be entered separately in the memory,while the original memo will be retained as it is. (Refer to "Copying scheduled data," page 65.)

Deleting memos

Either single memos or the entire memo list can be deleted as follows:

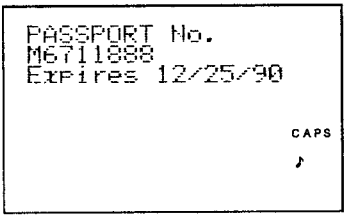
Deleting single memos

Recall the memo you wish to delete on the display and press [DEL]. The delete prompt appears. Press [Y] (To retain the data, press [N].)

For example, to delete the memo "PASSPORT":

1. Select the MEMO mode and recall the passport data.

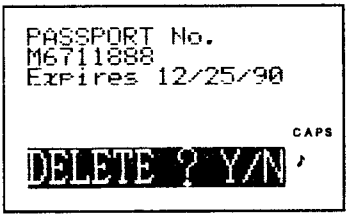
[MEMO] [▽]



(Press [▽] repeatedly until the passport memo appears.)

2. Recall the delete prompt.

[DEL]



(The prompt asking whether or not to delete the data appears on the display.)

3. Delete it.

[Y]

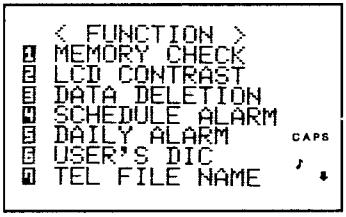
After a momentary indication that the memo entry has been deleted, the next item will appear.

Deleting entire memos

All the memos can be deleted at once using the miscellaneous function mode as follows:

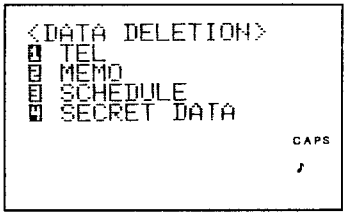
1. Select the miscellaneous function mode.

SHIFT FUNCTION



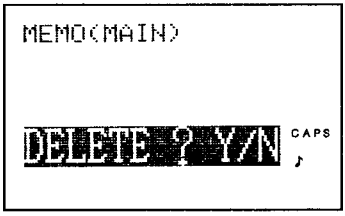
2. Select "3 DATA DELETION".

3



3. Select "2 MEMO".

2



The delete prompt appears. Press Y. (To retain the data, press N.)

4. In this instance, as we will need to save this data for future examples, press N.

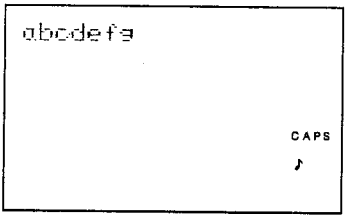
Note: When the secret function is engaged, "SECRET ON !" will appear on the display. In this instance, the secret mode must be turned off before the data can be deleted. (Refer to "Turning off the secret function," page 136.)

Rearranging memos

The order of appearance of separate memos, such as "12345", "ABCDE", and "abcdefg", for example, can be rearranged as follows:

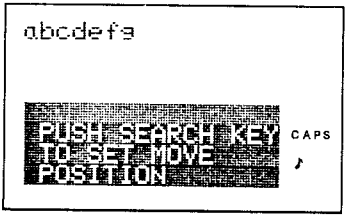
1. Select the MEMO mode and recall the entry "abcdefg".

[MEMO] [▽] [▽] [▽]



2. Select the insert mode.

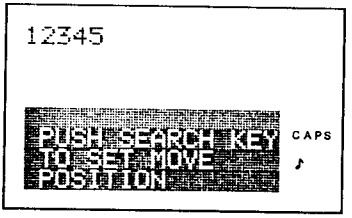
[INS]



3. Locate the data which are to appear after data to be moved.

[△] [△]

(In this instance, choose and display the "12345" entry.)



4. Rearrange the order of entry.

[ENTER]

(After the entries have been rearranged, search through the list with [▽] and [△] to check if the arrangement is correct.)

Performing calculations with the memo data

After storing data such as price lists, estimates, etc., in the MEMO mode, totals can be calculated.

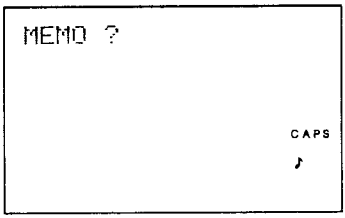
Inputting the data to be calculated

To input the following price list, for example:

FURNITURE	PRICE
DESK	$350.00
CHAIR	$ 80.00
FILE	$ 95.00
BASKET	$ 16.00
TABLE	$166.00

1. Select the MEMO mode.

[MEMO]



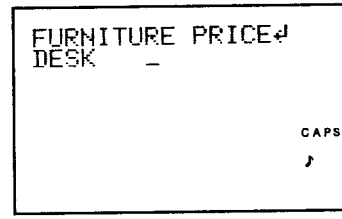
2. Input the title "FURNITURE PRICE".

FURNITURE [SPC] PRICE
[↵]

(The title can be omitted if desired.)

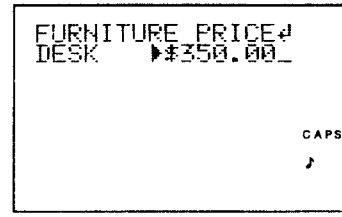
3. Input the first furniture description.

DESK [SPC] [SPC]
[SPC]



4. In order to engage the calculation function, press [SHIFT] [CALC DATA] and then input the price.

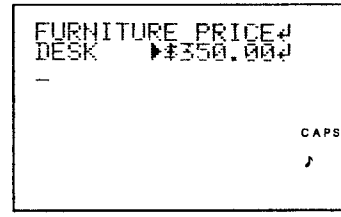
[SHIFT] [CALC DATA]
$350.00



("▶" will appear on the display.)
Input "$" by pressing [SMBL], [▼] (if necessary), and then the number next to "$". "$" and "space" do not affect the calculation.

5. Begin a new line.

[↵]

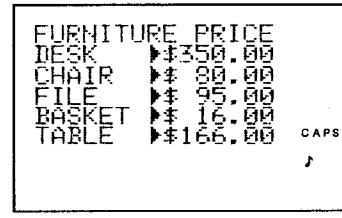


Note: Only the numerical data appearing next to "▶" will be calculated.

6. Enter the remaining items and prices on the list.

7. Press [ENTER] after the last line is input.

TABLE [SPC] [SPC]
[SHIFT] [CALC DATA]
$166.00 [ENTER]



Notes: • Designations such as furniture names which are too long to fit on one line should be written on two lines, divided by pressing [↵]. Then enter the data memo calculation mode by pressing [SPC] [SPC] [SPC] [SHIFT] [CALC DATA], the price, and [↵].
Each item that is calculated should be input on one line only.

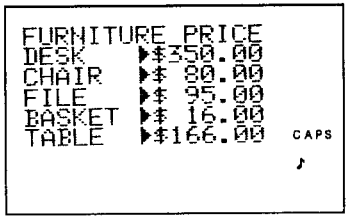
• If the data next to "▶" appears as "▶ $100AB2", for example, only the numerical portion (100) is calculated.

Summing memo data

First press [SHIFT] [CALC DATA] and recall the data using [▼] or [▲]. After it appears on the top line of the display, press [ENTER] to select the data.
To sum the prices of 15 CHAIRS and one FILE cabinet, for example:

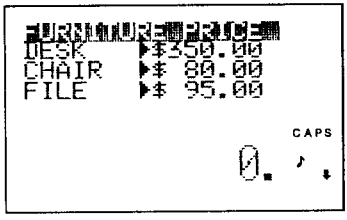
1. Select the MEMO mode and display the data to be calculated.

[MEMO] [▽]



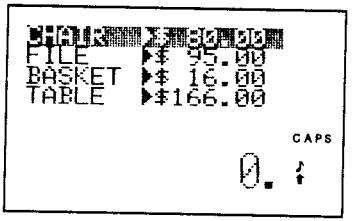
2. Select the memo calculation mode.

[SHIFT] [CALC DATA]



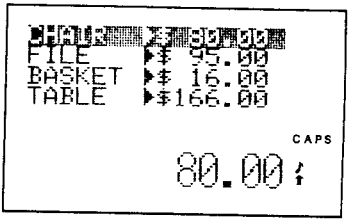
3. Then press the cursor keys to highlight the data you wish to sum.

[▼] [▼]



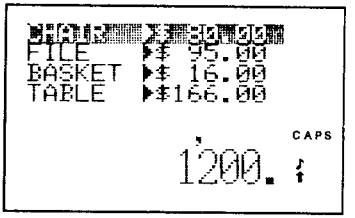
4. Display the data for "CHAIR".

[ENTER]



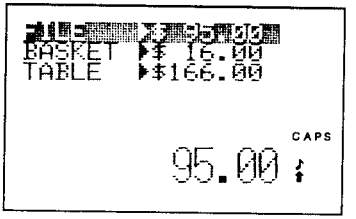
5. Calculate the total price of 15 CHAIRS, then add the next data.

[×] 15 [+]



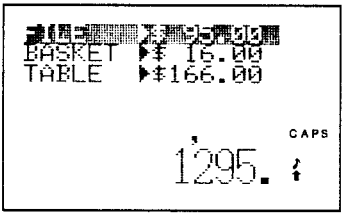
6. Display the data for the FILE cabinet.

[▼] [ENTER]



7. Sum the prices.

[=]



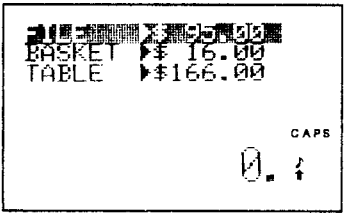
If a series of memo items are to be added, only the first one can be multiplied by another number without resorting to storage in the memory.

Calculating with memory data

To sum the prices of 3 DESKS and 2 TABLES, for example, use the memory function. The memory function in this instance works the same way as the calculation memory function in the calculator mode.

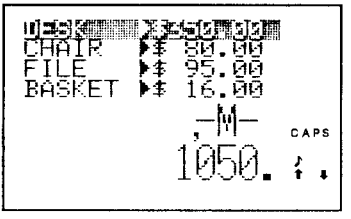
1. Delete all data previously in the memory.

[R•CM] [R•CM]



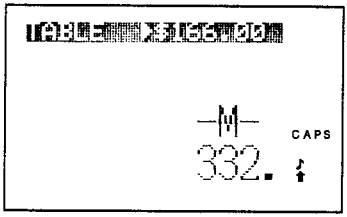
2. Multiply the price of DESK by 3 and then store the data in the memory.

[▲] [▲] [ENTER] [×]
3 [M+]



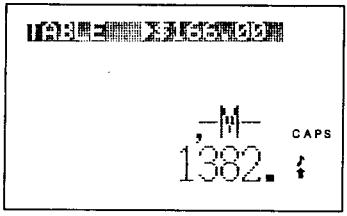
3. Similarly, store the price of 2 TABLES.

[▼] [▼] [▼] [▼] [ENTER]
[×] 2 [M+]



4. Total these prices.

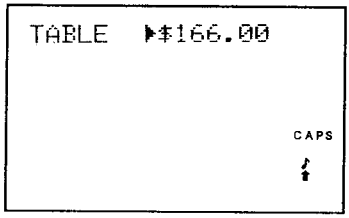
[R•CM]



After the prices have been totaled, press [R•CM] a second time to clear the memory.

5. Exit the data memo calculation mode.

[SHIFT] [CALC DATA]



Notes:

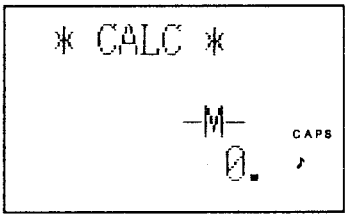
* When there are no numbers next to " ▶" that entry will be disregarded in the calculation.
* Non-zero numbers in the memory cause "-M-" to appear on the display. Press [R•CM] twice to empty the memory before starting calculation.
* After a calculation error, "-E-" appears on the display. Press [C•CE] to cancel the error. (Refer to page 124.)

If you select the wrong item for calculation:
Press [C•CE] to cancel the selected data, then display the data you wish to calculate using the cursor keys ([▼] or [▲]) and press [ENTER].
If you input an incorrect number, press [C•CE] and input the correct one.

USING THE ORGANIZER AS A CALCULATOR

The Organizer's built-in calculator can perform the four arithmetic calculations with up to 10 digits.

CALC



To use the calculator function, simply press CALC to select the calculator (CALC) mode.

Using the Organizer in the CALC mode

Before performing any calcualtion, press C•CE twice to clear the display.

Calculation	Example	Operation		Display (answer)
Arithmetic	12×3+5=	12 × 3 + 5 =		41.
	(−24)÷4−2=	24 +/− ÷ 4 − 2 =		−8.
Constant	34+57=	34 + 57 =		91.
	45+57=	45 =	The addend becomes a constant.	102.
	48−23=	48 − 23 =		25.
	14−23=	14 =	The subtrahend becomes a constant.	−9.
	68×25=	68 × 25 =		1'700.
	68×40=	40 =	The multiplicand becomes a constant.	2'720.
	35÷14=	35 ÷ 14 =		2.5
	98÷14=	98 =	The divisor becomes a constant.	7.

Calculation	Example	Operation	Display (answer)
Percent	What is 10% of 200? What percentage is 9 of 36?	200 [×] 10 [%] 9 [÷] 36 [%]	20. 25.
Add-on	What results from a 10% increase of 200?	200 [+] 10 [%] (or, 200 [×] 10 [%] [+] [=])	220.
Discount	What is 500 after a 20% discount?	500 [−] 20 [%] (or, 500 [×] 20 [%] [−] [=])	400.
Square root	$\sqrt{25-9}$=	25 [−] 9 [=] [√]	4.
Power	$(4^3)^2$=	4 [×] [=] [=] [×] [=]	4'096.
Reciprocal	1/8=	8 [÷] [=]	0.125
Memory	(Summation)	Clear the memory before performing any calculations	
	25×5=	[R•CM] [R•CM] 25 [×] 5 [M+]	-M- 125.
	−)84÷3=	84 [÷] 3 [M−]	-M- 28.
	+)68+17=	68 [+] 17 [M+]	-M- 85.
	(Total)=	[R•CM]	-M- 182.
	(Temporary memory) (14−3×2)×	[R•CM] [R•CM] 14 [M+] 3 [×] 2 [M−]	-M- 6.
	(52−35)=	52 [−] 35 [×] [R•CM] [=]	-M- 136.
	(Constant memory)	[R•CM] [R•CM] 12 [+] 14 [M+]	-M- 26.
	135×(12+14)=	135 [×] [R•CM] [=]	-M- 3'510.
	(12+14)÷5=	[R•CM] [÷] 5 [=]	-M- 5.2

1. The calculator function and the memo calculation function share the same memory. Thus, before making any calculations, make sure that previous calculations in the other mode have been cleared from the memory by pressing [R•CM] [R•CM].
2. Non-zero numbers in the memory cause "-M-" to appear on the display.
3. When [▶] is pressed, the value appearing on the display shifts one column to the right.

Using the PAPERLESS PRINTER calculation

When you perform calculations in the CALC mode only the results are displayed. However, in the PAPERLESS PRINTER calculation mode, the calculation sequence used to obtain the calculation figures is kept in the memory. This function allows you to edit data previously input in the calculation process, or to modify part of the calculation process to simplify calculation.

Up to 50 items can be calculated in the PAPERLESS PRINTER calculation mode.

PAPERLESS PRINTER calculation mode key operation is similar to that of the CALC mode. Because the PAPERLESS PRINTER mode cannot accommodate power calculations, it will substitute multiplication (×) for power calculations.

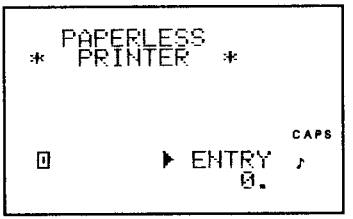
Inputting data

Perform the following examples. The calculation process in Ex. 2 is a modification of that in Ex. 1. Ex. 3 was created by adding data to Ex. 2.

(Ex. 1)	(Ex. 2)	(Ex. 3)
123	123	123
+ 56	−789	−789
−789	×√5	+100
× 5		+200
		×√5

1. Select the PAPERLESS PRINTER calculation mode.

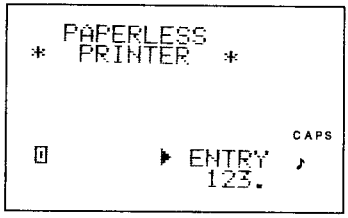
[CALC] [CALC]



Note: If the Organizer is already in the CALC mode, merely press [CALC] once to switch to the PAPERLESS PRINTER calculation mode. Each time [CALC] is pressed, the Organizer alternates between the CALC and the PAPERLESS PRINTER calculation modes.

2. Input the data.

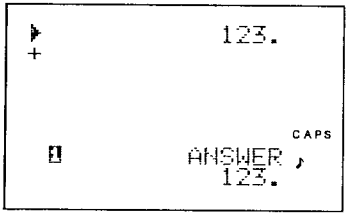
123



(The numbers input are displayed on the bottom line of the display.)

3. Select the addition function.

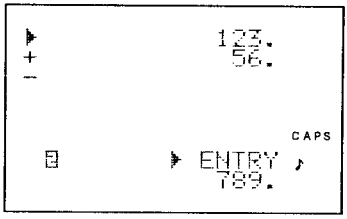
[+]



If numerical data are being input, the input data is scrolled upward. "▶" marks the starting point where data is calculated on the display.

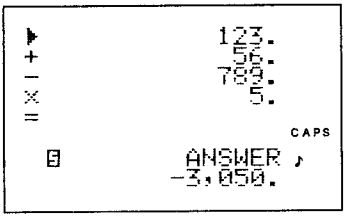
4. Input the next data.

56 [−] 789



5.

× 5 =



(When = is pressed after inputting the data as above, the calculation total will appear on the bottom line of the display.)

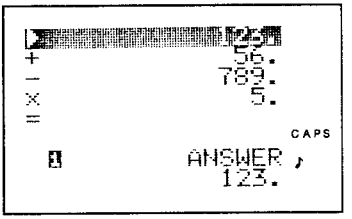
Editing and deleting the calculation data

In the edit mode, the sum up to the highlighted data is displayed on the 8th line. The number of calculated items up to that point is displayed on the 7th line.

To change the calculation process of Ex. 1 to that shown in Ex. 2, for example, and recalculate the totals as follows:

1. Select the edit mode.

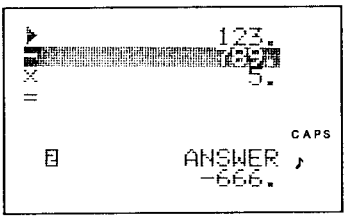
SHIFT EDIT



(Instead of pressing SHIFT EDIT, you can also select the edit mode directly by pressing ▼ or ▲.)

2. Display "+56" which is to be deleted, then delete it.

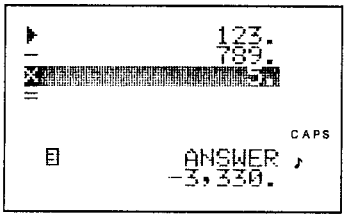
▼ DEL



("+56" will be deleted.)

3. Display the next data item to be altered ("× 5").

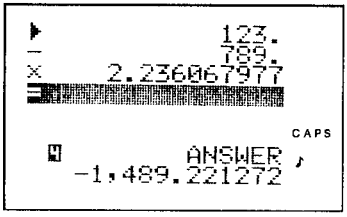
[▼]



(The line for data correction can be moved using [▼] and [▲].)

4. Input the new data.

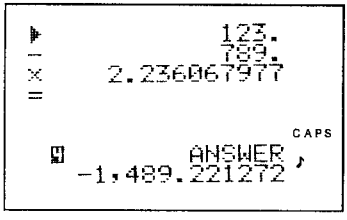
[×] 5 [√] [ENTER]



(Press [ENTER] to store the data in the edit mode.)

5. Store the new input.

[ENTER]



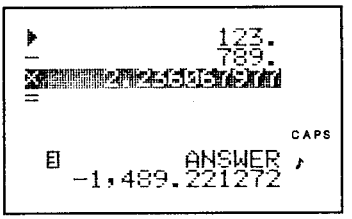
(The edit mode is cancelled and the calculation totals will appear on the 8th line of the display.)
The calculation is completed when you press [ENTER] or [▼] to move the highlighted line to the next line following "=" on the display.

Adding new data for calculation

To calculate Ex. 3 by adding data to Ex. 2, for example, as follows:

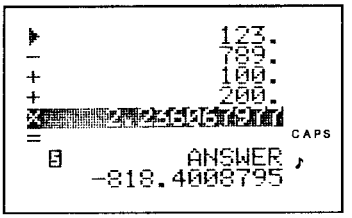
1. Select the edit mode. Then highlight the line for the data next to the position where new data will be added using [▼].

[SHIFT] [EDIT] [▼] [▼]



2. Input the additional data.

[INS] [+] 100
[+] 200 [ENTER]
[INS]



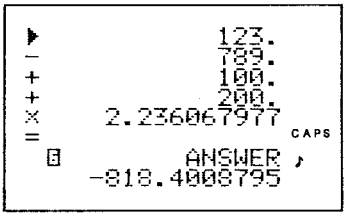
([INS] enters the insert mode and "INSERT MODE" appears on the 7th line of the display.)

- The input of new data stops when [ENTER] is pressed. If you wish to input additional data, press [▼] or [▲] to highlight the data next to the position you wish to insert the new data and input the data as above.
- When "INSERT" appears on the 7th line during numerical data input, the insert mode is on. Press [INS] at this point to exit the insert mode. The insert mode turns on or off every time the key is pressed.

* If you input data while the "=" line is highlighted, it is input as additional data.

3. Exit the edit mode.

ENTER

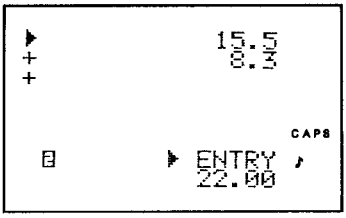


Application

For example, the prices of parts A, B, and C are $15.50, $8.30, and $22.00 respectively.
To calculate the selling price of a product which is composed of parts A, B, and C, and which should generate a 25% pre-tax profit:

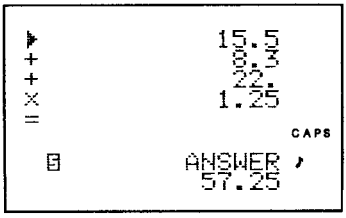
1. Input the data.

15.50 [+] 8.30 [+]
22.00



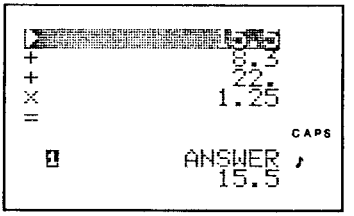
2. Multiply by 1.25.

[×] 1.25 [=]



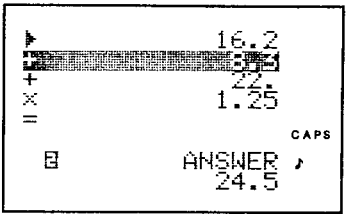
3. The prices of part A and C have been changed to $16.20 and $20.20; select the edit mode.

SHIFT EDIT



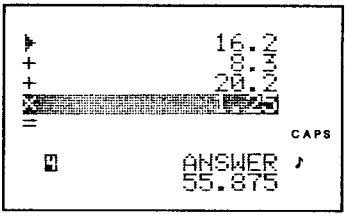
4. Correct the price of part A.

16.20 ENTER



5. Highlight the price of part C and correct it.

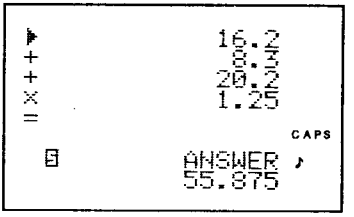
▼ 20.20 ENTER



The total price of parts is displayed on the 8th line.

6. Exit the edit mode.

ENTER



Note: When [=], [%], [M+] or [M–] is pressed, the calculation in progress is terminated. Thus, if new data is input after any one of these keys has been pressed, the previously calculated data will not be displayed.

- When a calculation error is registered, "-E-" appears on the display. Press [C•CE] to cancel the error. (Refer to page 124.) If you input the wrong data, press [C•CE] and re-input them.
- If operands such as +, –, ×, ÷ are input without new data after a calculation is completed, it is assumed that the calculation process is being continued.
  If +200 is input when -100 is displayed as the calculation result, the desired operation is taken to be "–100+200".
- When the first value is negative in sign, press [+/–] to change the sign after the value is input.
- Non-zero numbers in the memory cause "-M-" to appear on the display. Press [R•CM] [R•CM] to delete all the previous data in the memory before making new memory calculations.

When the error message appears

When any of the following occur, an error is registered and "-E-" appears. Press [C•CE] to cancel the error. The following are examples of error input.

Example 1: The integer section in the calculation result contains 11 to 20 digits (rough estimate).

4567890123 -E-
[×] 456 [=] 208.2957896
($208.2957896 \times 10^{10} = 2,082,957,896,000$)

Note: In the PAPERLESS PRINTER calculation mode the rough estimate cannot be obtained.

Example 2: A number is divided by 0.

[C•CE] 5 [÷] 0 [=]

Example 3: The integer section in the numerical value of the memory exceeds 10 digits.

[C•CE] [R•CM] [R•CM] 9999999999 [M+] 1 [M+]

Example 4: The integer section of the calculation result exceeds 20 digits.

[C•CE] 1000000000 [÷] 0.000000001 [%]

USING THE ALARM FUNCTION

The Organizer features two types of alarms, a schedule alarm and a daily alarm. The schedule alarm sounds when the time for a scheduled appointment or other item on the agenda arrives and the daily alarm sounds at a fixed time every day. In addition, the schedule alarm can be set to sound a few minutes before a scheduled item on the agenda to give you time to prepare for important appointments and meetings beforehand. To stop either alarm after it starts beeping, simply press [C•CE]. If [C•CE] is not pressed, the alarm will stop automatically after approximately 16 seconds.

Setting the alarm to ring

The schedule alarm can be set to go off at or a few minutes before a scheduled appointment.

1) Choose an agenda item and mark it for the alarm with " ▲ ".
2) Activate the alarm for that item with " 🔔 ".

Once an agenda item has been chosen for an alarm and the alarm has been turned on, the alarm will sound automatically and the relevant item will be displayed even if the Organizer has been turned off. The alarm can also be set to sound for secret items without displaying the item.
The alarm can be set to go off at several different times during the day, week, or month.
If you are attending a conference or other important meeting and you do not wish to have the alarm sound at that time, you can turn the alarm beeper off as outlined in 2) above.

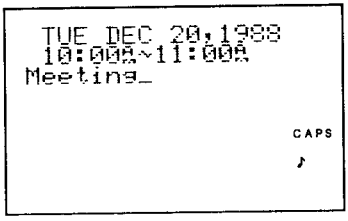
Caution:
Even when " 🔔 " is not on the display, " 🔔 " will appear automatically when the schedule alarm or daily alarm is set. To make sure the alarm will sound, press [SHIFT] [🔔] twice so that " 🔔 " appears again.

Setting the schedule alarm

First display the schedule item for which you wish to set the alarm and input [SHIFT] [ALARM]. " ▲ " appears to the left of the starting time for the scheduled item on the display, to indicate that the alarm has been set for that item. You can also set the alarm while you schedule an item on the agenda by pressing [SHIFT] [ALARM].
However, when you press [SHIFT] [ALARM] while " ▲ " appears, the alarm will be cancelled and " ▲ " will disappear from the display.
For example, to set an alarm for a meeting scheduled on December 20 ("December 20, 1988, 10:00 AM - 11:00 AM Meeting") while initially putting the meeting in the agenda:

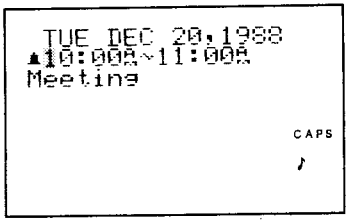
1. Input the time, date, and schedule item.

[SCHEDULE] [C•CE]
12201988 [SCHEDULE]
10 [AM] 11 [AM]
Meeting



2. Set the alarm.

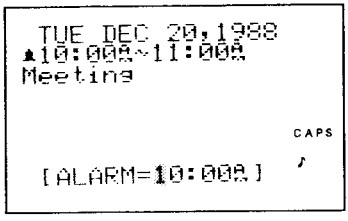
[SHIFT] [ALARM]



(Once the alarm has been set for the schedule item, " ▲ " appears before the scheduled starting time.

3. Store the item.

[ENTER]

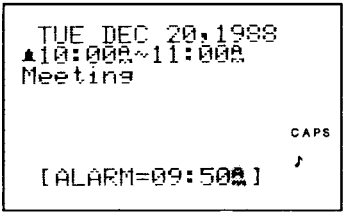


If the alarm is set for an agenda item, the word "ALARM" and the set time appear on the bottom of the display.
When no time is specified, it will sound at the starting time of the meeting. However, you can input a different time for the alarm, such as a few minutes before the meeting is scheduled to start, as follows:

Setting the alarm for a time other than the meeting starting time
For example, to set the alarm to sound 10 minutes before a scheduled item:

1. Input the desired time.

   0950 [AM]



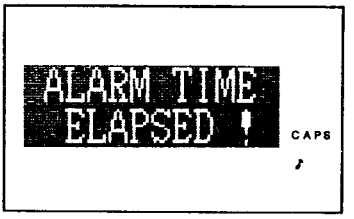
2. Set the alarm.

   [ENTER]

   (" 🔔 " will appear.)

" 🔔 " appears or disappears each time [SHIFT] [🔔] is pressed.
The time that the alarm is set to sound can also be changed after it is set using the edit mode. Display the scheduled item and press [SHIFT] [EDIT] [ENTER] to set a new alarm time.

Note: If the alarm time you are inputting has already passed, the following message appears on the display. Re-input the correct alarm time.

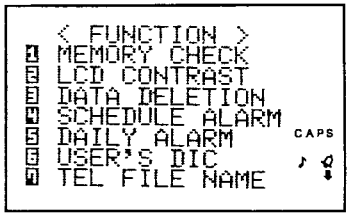


Displaying the times for which the alarm has been set

Enter the miscellaneous function mode and select "SCHEDULE ALARM". Along with the alarm time, the date and starting time for the scheduled item will also be listed.

1. Select the miscellaneous function mode.

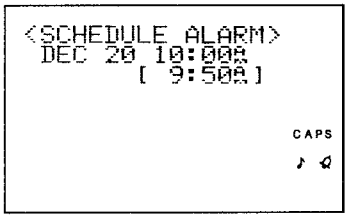
SHIFT FUNCTION



2. Select "4 SCHEDULE ALARM".

4

(The schedule alarm list appears.)



- When the schedule alarm list is long, scroll through using [▼] and [▲].
- The date and starting times for the scheduled items are listed in order of occurrence.

Note: If the time set for the alarm has passed, because either you have moved across a time zone without resetting the clock or you have turned off the beeper, the following will occur:

Even after the beeper is turned on, " ♣ " will remain in front of the scheduled item until the alarm rings. (It will also appear in the schedule alarm list.)
After the alarm rings, " ♣ " will disappear and the scheduled item will remain in memory without an alarm indicator.

Using the daily alarm function

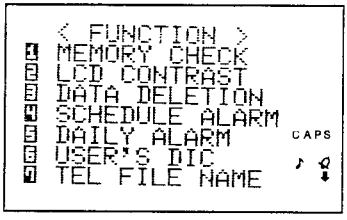
The Organizer's daily alarm will sound at the same times each day, like an ordinary alarm clock. Select "DAILY ALARM" from the miscellaneous function mode. The alarm can be set for as many as 7 different times a day and can be easily turned off on those occasions when it is not wanted. Note that before the alarm will sound, the beeper must be turned on (" 🔔 " will appear).

Setting the daily alarm

To set the daily alarm to sound three times a day at 7:00 AM, 10:00 AM, and 5:00 PM, but not to sound today at 10:00 AM, for example:

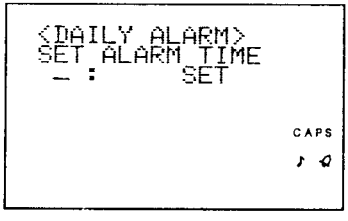
1. Select the miscellaneous function mode.

SHIFT FUNCTION



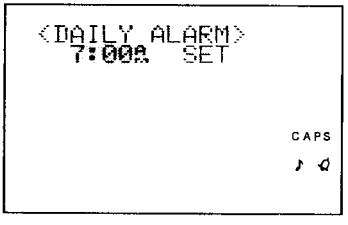
2. Select "5 DAILY ALARM".

5



3. Input 7:00 AM.

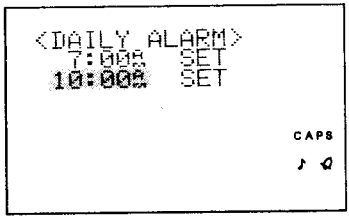
7 AM ENTER



- After "7:00 AM" is input, the time will blink on the display, indicating that the time has been set.

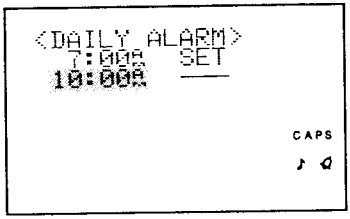
4. Input 10:00 AM.

10 [AM] [ENTER]



5. This time, when "SET" appears, press [SHIFT] [ALARM] so that the alarm will be set for, but not go off at, 10:00 A.M.

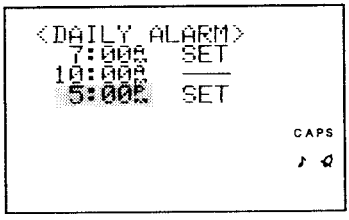
[SHIFT] [ALARM]



- If you press [SHIFT] [ALARM] when "SET" appears, the alarm will be set not to go off at this time and "SET" will disappear from the display.

6. Input 5:00 PM.

5 [PM] [ENTER]



Notes:

- If the numerical keys are pressed accidentally while the list of pre-set alarm times is displayed, those numbers will also be taken as input. Press [C•CE] to cancel the unwanted data.

- The flashing alarm time position can also be changed with [▼] and [▲] to delete given times, etc., and the SET prompt can also be highlighted to delete the alarm times as described below.
- When a time is set for the alarm which was input previously, the input will be ignored.

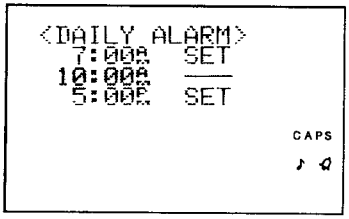
Deleting the daily alarm settings

To delete the alarm setting at 10:00 AM, for example:

1. Recall the data to be deleted.

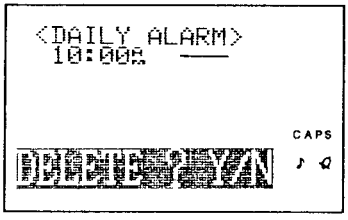
   [▼] or [▲]

   (Make "10:00 AM" flash by pressing [▼] or [▲].)



2. Recall the delete prompt.

   [DEL]



3. The delete prompt appears. Press [Y]. (To retain the data, press [N].)

CAUTION: The alarm will not sound when the card lock switch is in the "RELEASE" position (i.e., when the switch is pulled to the left). After the card is taken out, make sure the card lock switch is in the "LOCK" position.

USING THE SECRET FUNCTION

The Secret function allows you to protect confidential data with a password so that no unauthorised person can access it. You will mark certain entries as private; displaying or modifying such data requires the password. Data can be so classified from the SCHEDULE, TEL, and MEMO modes.

Inputting a password

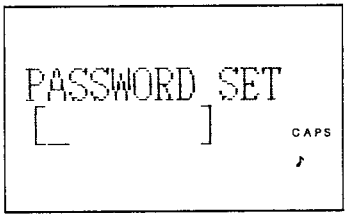
Press [SHIFT] [SECRET] and enter your password when the password input prompt appears. Press [ENTER]. The secret function is now set to operate and "[S]" will appear. The password can contain up to seven letters, numbers, spaces, or symbols (except [↵]). To recall the password successfully, you must enter it exactly as you input it, without for example changing small letters to capital or vice versa.

Important: If you ever forget the password, you will have to erase all your secret data. Make sure the password is one you will never forget.

To register "1234" as the password, for example, in the telephone directory mode:

1. Display the password input prompt.

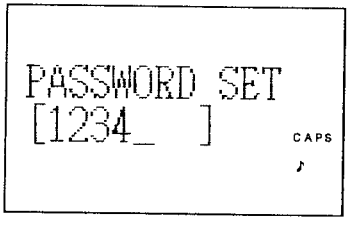
[TEL] [SHIFT]
[SECRET]



Note: If a password has been previously input, "SECRET OFF" will be displayed instead. If this occurs, refer to "What to do if you forget the password" on page 140 and delete the previous password and secret data.

2. Input "1234" as the password.

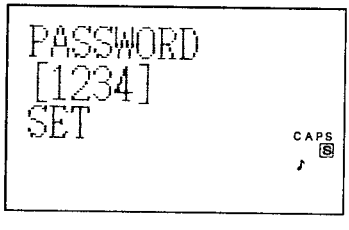
1234



3. Store the password in the memory.

[ENTER]

Make sure it is right!
This is the last time you will ever see the password.



* After the password is registered, the secret function is set to operate and "[S]" will appear. After rechecking the password, press [C•CE].

Coding data as secret data

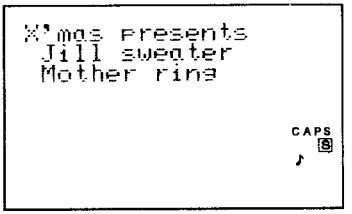
Any entry can be coded as secret data by pressing [SHIFT] [MARK ✱] so that " ✱ " appears. Data coded with " ✱ " cannot be recalled until the secret function is disengaged by entering the password.

Coding previously input data as secret data

Recall the item which you wish to encode, enter the edit mode and mark that item with " ✱ ".
To convert the "X'mas presents" entry in the MEMO mode to secret data, for example:

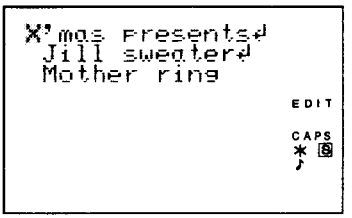
1. Display "X'mas presents".

[MEMO] [▽]



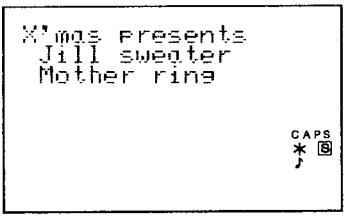
2. Select the edit mode, then press [SHIFT] [MARK ✱] to put "✱" on the right side of the display.

[SHIFT] [EDIT]
[SHIFT] [MARK✱]



3. Store this data as secret data.

[ENTER]



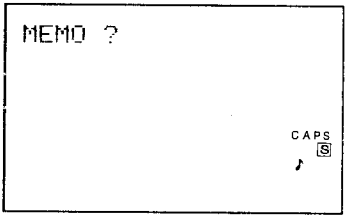
If you press [C•CE] or any one of the other mode keys after the secret data is stored, "X'mas presents" will disappear from the display. This data cannot be redisplayed until the password is input and the secret function is turned off. (Refer to "Turning off the secret function," page 136.)

Coding new data as secret data

To code, "CREDIT CARD 98765" as secret data, for example:

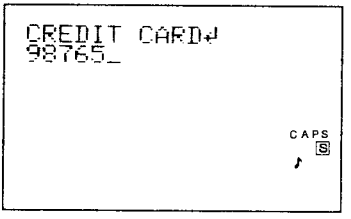
1. Select the MEMO mode.

   [MEMO]



2. Input the data.

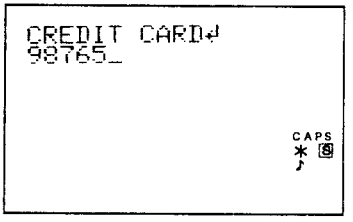
   CREDIT CARD [↵] 98765



3. Code the data as secret data.

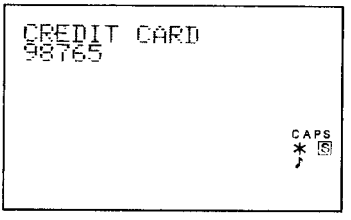
   [SHIFT] [MARK ✱]

   ("✱" will appear on the right side of the display.)



4. Store the data in the memory.

   [ENTER]



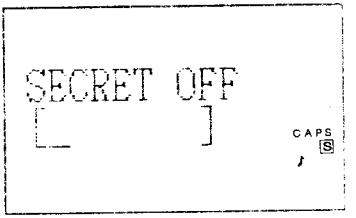
Note: If [C•CE] or any of the other mode keys is pressed at this stage, the data will disappear from the display.

Turning off the secret function

To cancel the secret function, press [SHIFT] [SECRET] while "[S]" appears. When "SECRET OFF !" appears, input the password and the secret function will be turned off. While the secret function is off, secret data can be viewed in the same manner as non-secret data.

1. Recall the prompt to cancel the secret function.

[MEMO] [SHIFT]
[SECRET]



2. Input the password, "1234", that was used in the example.

1234 [ENTER]

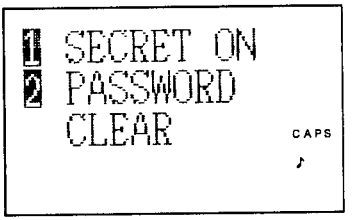
- After the password is entered, "SECRET OFF !" will appear momentarily on the display and then the initial mode display reappears.
- If the password you have input is incorrect, the message "INCORRECT PASSWORD !" will be displayed and the prompt to input the password will reappear.

Turning on the secret function

Secret turns on automatically whenever the power is turned off and back on again. To turn secret on manually:

1. Re-engage the secret function

[SHIFT] [SECRET]



2. Select "1 SECRET ON".
   1

Notes:

- After you enter 1, "SECRET ON !" will appear on the display momentarily and then the initial display will reappear. Now the secret function is reset and the same password can be used to turn the secret function off.
- The secret function remains on after manual or automatic power turn-off.

Recalling secret data

Before you can view secret data, you must turn off the secret function by turning off " [S] " on the display. After " [S] " goes off, secret data can be recalled in the same manner as non-secret data in the different modes.

To call up secret data only

If you wish to recall only the secret data, press [SHIFT] [MARK ✱] to display " ✱ ", then press [SHIFT] [▽]. When the Organizer is set in this manner only the secret data will be recalled (since " ✱ " acts as a key word).

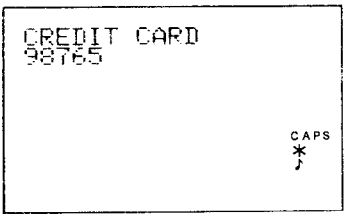
Declassifying secret data by removing the secret code

Secret data can be declassified. You must first disengage the secret mode and recall the entry you wish to declassify. Then, press [SHIFT] [EDIT] and enter the edit mode. Then press [SHIFT] [MARK ✱] to turn off " ✱ " on the display. After the symbol goes off, press [ENTER] to re-enter the data as non-secret data.

To remove "CREDIT CARD 98765" from the secret data list, for example, follow the procedure outlined below. (If the secret function is engaged and " [S] " appears, you must turn it off first — see "Turning off the secret function" above.)

1. Recall the confidential data.

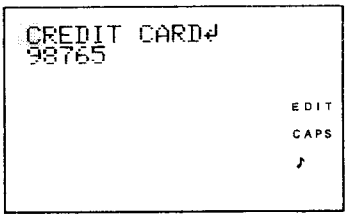
[MEMO] [SHIFT]
[MARK ✱] [SHIFT] [▽]



(Press [SHIFT] [▽] repeatedly until the entry to be declassified appears.)

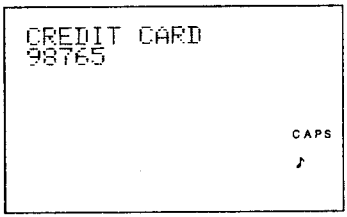
2. Turn off " ✱ ".

[SHIFT] [EDIT]
[SHIFT] [MARK ✱]



3. Re-enter the data as non-confidential data.

[ENTER]



(The data is now declassified and will appear as ordinary data. Make sure to press [ENTER] at this point, or the data will remain secret.)

Deleting and changing the password

To delete the old password and designate a new one, first cancel the secret function, then delete the password and enter a new one.

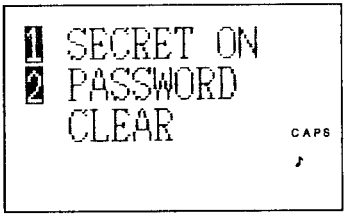
Important: If you ever forget the password, you will have to erase all your secret data. Make sure the password is one you will never forget.

For example, to change the password "1234" to "1988":

1. First cancel the secret function.
   (Press [SHIFT], [SECRET], 1234 and [ENTER])

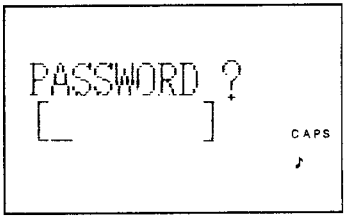
2. Select the secret function mode.

   [SHIFT] [SECRET]



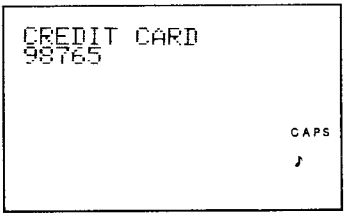
3. Select "2 PASSWORD CLEAR".

   2



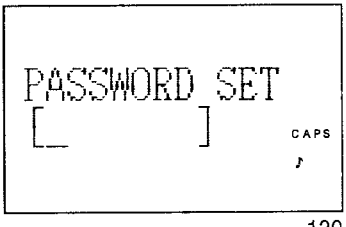
4. Input the old password and delete it.

   1234 [ENTER]



5. To input the new password, set the password input display.

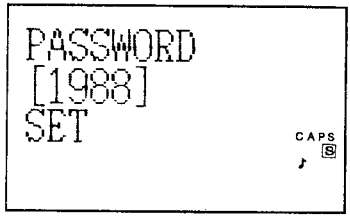
   [SHIFT] [SECRET]



6. Input the new password, "1988".

1988 [ENTER]

Make sure it is right!
This is the last time you will ever see the password.

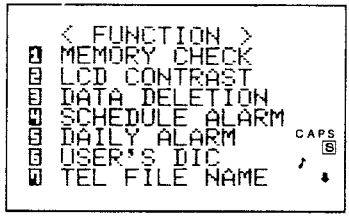


What to do if you forget the password

When you have forgotten the password for the secret function, you can delete the password and all secret data by displaying the miscellaneous function and selecting "DATA DELETION" from the functions displayed. When you delete the password, however, all your secret data (that is, all data marked with "*") will also be deleted along with it. Thus, be sure to choose a password that is easy to remember.
Once the password is cancelled, a new password can be input. Follow the procedure below to delete the password (and the secret data along with it).

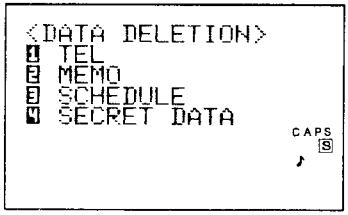
1. Select the miscellaneous function mode.

[SHIFT] [FUNCTION]



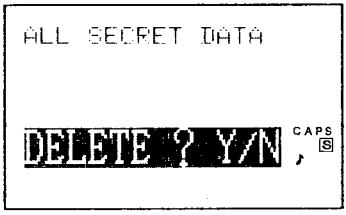
2. Select "3 DATA DELETION".

3



3. Select "4 SECRET DATA".

4



4. The delete prompt appears. Press [Y]. (To retain the data, press [N].)

When [Y] is pressed, both the password and secret data are deleted and the initial display for the previous mode in use will reappear on the display.

USING THE MISCELLANEOUS FUNCTIONS

The following miscellaneous functions can be utilized through the miscellaneous function mode.

1. MEMORY CHECK: Indicates how much of the memory is in use.

2. LCD CONTRAST: Used to adjust the contrast for the display. (See page 27.)

3. DATA DELETION: Used to delete memory data from the various modes. (Refer to the section on deletion for each function.)

4. SCHEDULE ALARM: Used to review schedule alarms. (See page 128.)

5. DAILY ALARM: Used to set the daily alarms. (See page 129.)

6. USER'S DIC: Used to store, edit, or delete entries in the user dictionary. (See page 143.)

7. TEL FILE NAME: Used to input telephone directory file names. (See page 87.)

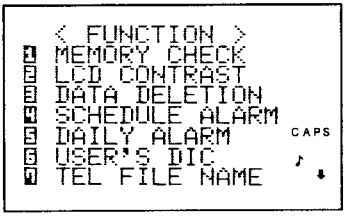
8. SET UP: Used to set the date input sequence. (See page 149.)

Checking the memory capacity

The memory check function indicates how much of the memory is in use and also the number of entries stored in the various functions, such as the SCHEDULE, TEL, and MEMO modes. The same memory is commonly used for these three modes. After checking the memory, press C•CE to return to the previous display.

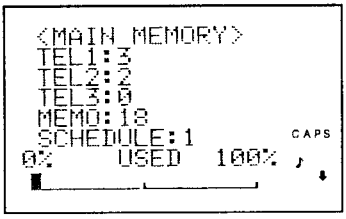
1. Select the miscellaneous function mode.

SHIFT FUNCTION



2. Select "1 MEMORY CHECK".

1



(The amount of memory in use will be displayed.)
There are two memory check displays. Pressing [▼] scrolls to the next display and pressing [▲] scrolls to the previous display.

Notes:

- When the memory capacity graph indicates almost 100% usage, delete unnecessary data to make room for new entries.
- When an optional IC card is mounted, a different memory capacity display may appear.

Using the user dictionary

Frequently used words, phrases, and sentences can be stored in the user dictionary and recalled when needed to save time for input in other modes such as the SCHEDULE mode and MEMO mode.
The words, phrases, and sentences stored in the user dictionary are on individual pages arranged alphabetically from "A" to "Z", while entries beginning with numbers or symbols are on a page preceding these.

Storing data in the user dictionary

To enter "NEW JERSEY" and "MEETING ROOM No." in the user dictionary, for example:

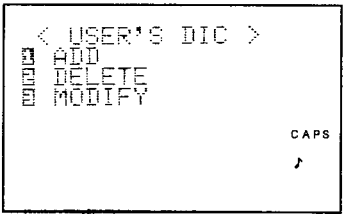
1. Select the miscellaneous function mode.

   SHIFT FUNCTION

2. Select "6 USER'S DIC".

   6

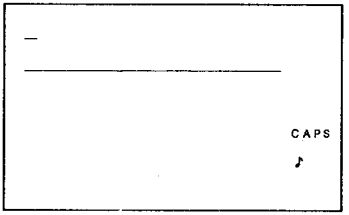
   (The user dictionary menu, which is a list of items for your personal reference, will appear.)



3. Select "1 ADD".

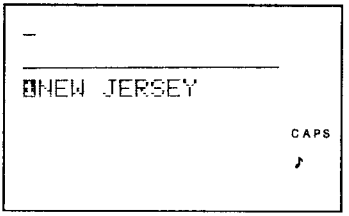
   1

   (Also, when you are inputting an entry for the first time, always select "1 ADD".)



4. Input "NEW JERSEY".

   NEW JERSEY ENTER



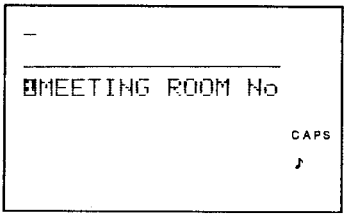
   This item will be stored on the "N" page.

Notes:

- When the user dictionary entry is recalled, only the first 15 letters are displayed. If you wish to see the entire entry, select the edit mode. Up to 32 letters can be stored in each entry in the user dictionary.
- Entering anything into the user dictionary twice will cause two identical files in the memory. Periodically check the dictionary and remove redundancies.

5. Input "MEETING ROOM No.".

MEETING ROOM No.
[ENTER]



This item will be stored on the "M" page.

Note: After the items have been entered, press [C•CE] to return to the user dictionary menu.

Recalling data in the user dictionary

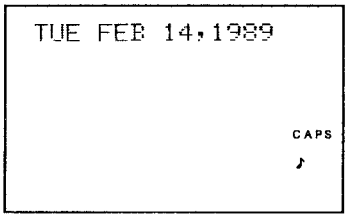
If [USER DIC] is pressed when you are inputting the schedule agenda etc., stored items in the user dictionary are displayed in alphabetical order. If there are no items on page "A", the display will begin with the first page on which items are displayed.
Each time [▽] is pressed, the next page will be displayed in alphabetical order. When [△] is pressed, the entries on the preceding page will be displayed. If more than 5 entries are stored on a page, the items will be divided into groups. The next time [▽] is pressed, the second group will be displayed and so forth.

Note: Entries beginning with symbols, numbers, and other characters which are not letters of the alphabet are stored on a page preceding the "A" page. This page will be displayed the first time [USER DIC] is pressed. "Ä" and "ç" are stored on the "A" and "C" pages respectively. (Refer to page 149 for details.)

For example, to input "MEETING ROOM No. 202" for the February 14, 1989, schedule using the "MEETING ROOM No" entry stored in the user dictionary:

1. Select the SCHEDULE mode and recall the schedule for February 14, 1989.

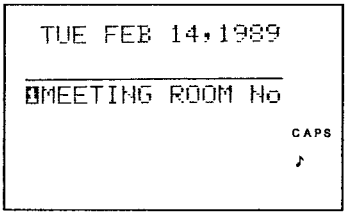
   [SCHEDULE] [C•CE]
   [C•CE] 02141989
   [SCHEDULE]



2. Recall the user dictionary.

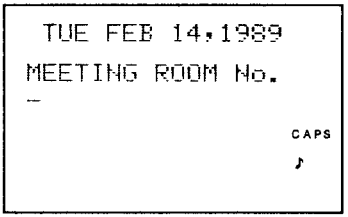
   [USER DIC]

   (The first 15 letters of each entry will be displayed.)



3. Select "1 MEETING ROOM No" from the list.

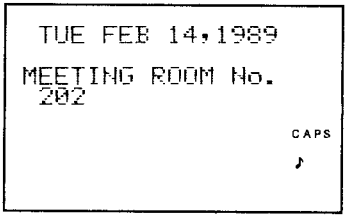
   1



Entries from the user dictionary can be transferred into the SCHEDULE and other modes simply by pressing the number corresponding to the entry number.

4. After copying the phrase from the user dictionary, add "202" following "ROOM No." and store the entry.

[SPC] 202 [ENTER]



When many items are stored in the user dictionary

You can access user dictionary items more quickly by calling up the appropriate page immediately, rather than scrolling through all the letters of the alphabet. For example, you can access an "M" entry by beginning with the "M" page. Pressing [▽] displays the next page.

Editing the items in the user dictionary

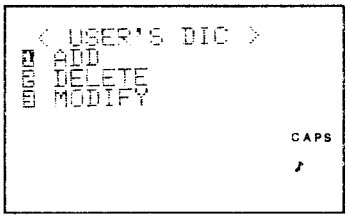
1. Select the user dictionary mode.
2. Select "3 MODIFY".
3. Display the letter(s) of the item you wish to correct and press the numerical key corresponding to the number attached to this item.
4. After the cursor flashes, the data can be edited.
   Correct the entry using [▶] [◀] [INS] and [DEL].
   After the character on the far left is corrected, the page in which this item is stored will also change.
5. When the correction is completed, press [ENTER].

Deleting the items from the user dictionary

For example, to delete "NEW JERSEY" from the user dictionary:

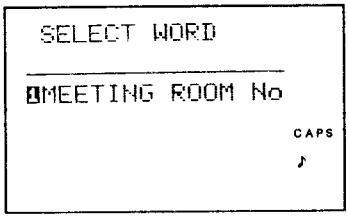
1. Display the user dictionary menu.

SHIFT FUNCTION 6



2. Select "2 DELETE".

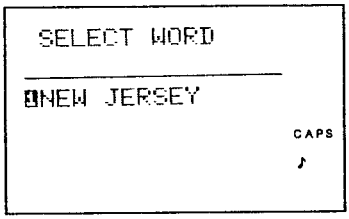
2



3. Display "NEW JERSEY".

N

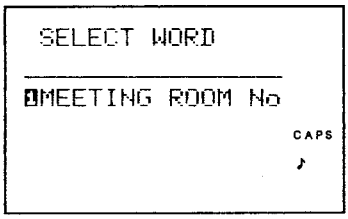
(When you press N, the "N" page will be displayed.)



4. Select "NEW JERSEY".

1

(This completes the deletion of "NEW JERSEY" from the dictionary.)



Non-English characters such as "ä" and "ç" are treated in the same way as the letters of the alphabet.

English	Characters stored on the same page as the letters in the left column.
A	A a Ä ä À à Á á Â â Ã ã Å å ª Æ æ
C	C c Ç ç
E	E e ë È è É é Ê ê
I	I i ï ì Í í î
N	N n Ñ ñ
O	O o Ö ö Ò ò Ó ó Ô ô Õ õ º
S	S s ß
U	U u Ü ü ù Ú ú û
Y	Y y ÿ

Setting the miscellaneous "DATE FORMAT" and "CALENDAR FORMAT" functions

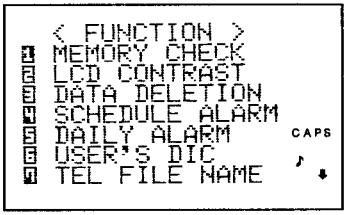
The "DATE FORMAT" and "CALENDAR FORMAT" items on the miscellaneous function menu can be set as follows:

Setting "DATE FORMAT"

The Organizer's sequence for inputting the date in the SCHEDULE mode is "month, day, year". With the "DATE FORMAT" function this can be changed to day, month and year, as follows:

1. Select the miscellaneous function mode.

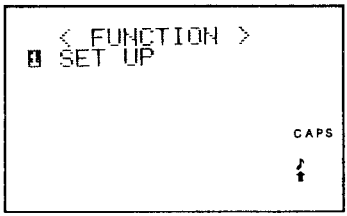
SHIFT FUNCTION



Note: The Organizer features two miscellaneous function displays. When ▼ is pressed, the second display appears; when ▲ is pressed, the original returns.

2. Display the second list of functions.

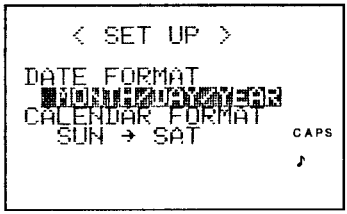
▼



3. Select "1 SET UP".

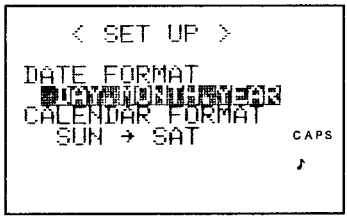
1

(The "SET UP" menu will appear on the display)



4. Modify the date entry sequence.

▶



(When ◀ is pressed, the initial format for entering the date will be displayed.)

5. Input the new setting.

[ENTER]

After the new format is entered, the original display reappears.

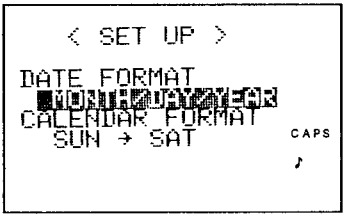
Note: After entering the new format, press [SCHEDULE] [C•CE] to check if the new format appears. After completing this practice setting, be sure to return the date format to its original setting.

Setting "CALENDAR FORMAT"

When you initially use the Organizer, the monthly calendar is set to display Sunday as the first day of the week. However, the "CALENDAR FORMAT" function allows you to change the first day of the week from Sunday to Monday as follows:

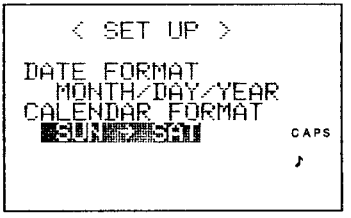
1. Display the "SET UP" menu.

[SHIFT] [FUNCTION]
[▼] 1



2. Move the cursor to "CALENDAR FORMAT".

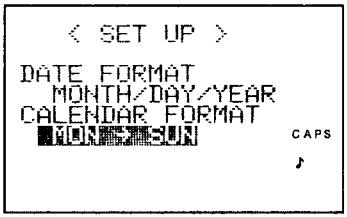
[▼]



3. Modify the calendar format.

[▶]

If you press [◀] at this time, the display will return to the initial format.



4. Input the new format.

[ENTER]

After the new format is entered, the original display reappears.

Note:

After entering the new format, press [CALENDAR] to check if the new format appears. After completing this practice setting, be sure to return the calendar format to the original setting.

Using the clip function

The "clip" function provides a temporary "bulletin board" on which you can store up to 128 characters of information from other modes or from new entries. Entering anything on the "clip" file erases all previous entries. Memory stored in "clip" will be preserved as long as the batteries are potent.

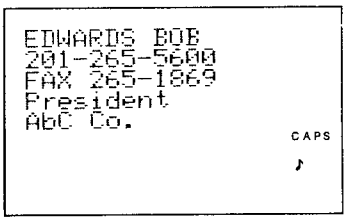
For example, you can bring together in "clip" the name, address, and telephone number of the hotel you are staying at from the other modes for ready reference. You can also append the day's schedule.
With "clip", you can either store data on display from another mode or place data there briefly for editing.

Temporarily storing displayed data

Display the desired data and press [SHIFT] [S] and then [ENTER] or [A]. For example, to put the "EDWARDS" telephone directory from TEL 1 in "clip",

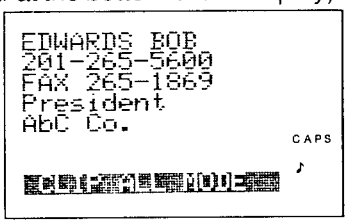
1. Display it.

[TEL] [▽]



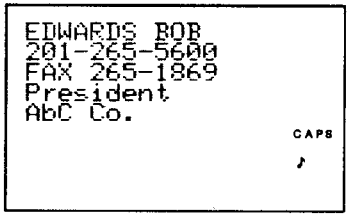
2. Fix the data ("CLIP ALL MODE" will appear at the bottom of the display).

[SHIFT] [S]



3. Put the data temporarily in the "clip" file ("CLIPPED!" will appear at the bottom of the display).

[ENTER] or [A]



The "EDWARDS" entry is now stored temporarily in the "clip" file. (To avoid storing the entry, press [C•CE].)

Temporarily storing data during editing

Select the edit mode by pressing [SHIFT] [EDIT], then specify what you would like to work with during editing.

1. Recall the entry, part of which you would like to edit.
2. Select the edit mode with [SHIFT] [EDIT].
3. Put the cursor over the first character of the data you would like to store temporarily.
4. Press [SHIFT] [S], and observe the "c" display.
5. Put the cursor on the last character of the data.
6. Press [ENTER] to store the data. (This completes storing of the data.)

Note:

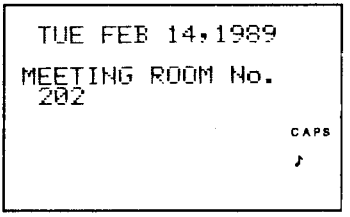
Pressing [A] instead of [ENTER] at this point stores the entire entry, not just the section you have tried to outline. To avoid storing the entry, press [C•CE].

Recalling data you have temporarily stored

For example, having appended the "EDWARDS" telephone number to the entry for February 14, 1989, you can recall the phone number this way:

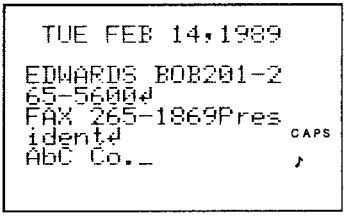
1. Dispaly the agenda for February 14, 1989.

[SCHEDULE] [C•CE]
[C•CE] 02141989
[SCHEDULE]



2. Recall the data stored temporarily.

[SHIFT] [Y]

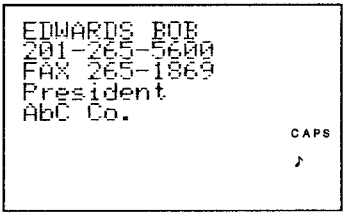


Using the time stamp function

This function allows to enter each new piece of information along with the day and time you stored it. For example, you can store someone's telephone number in the TEL mode along with the date you met the person. Move the cursor to where you would like to store the information.
For example, to add the date to the "EDWARDS" phone number listing in the TEL 1 directory:

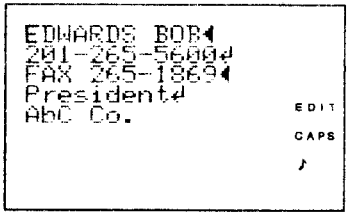
1. Display the listing.

[TEL] [▽]



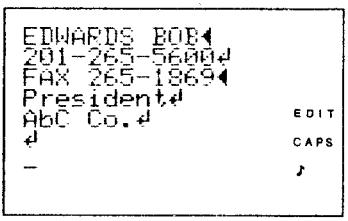
2. Enter the edit mode.

[SHIFT] [EDIT]



3. Move the cursor to the end of the entry and drop down a line.

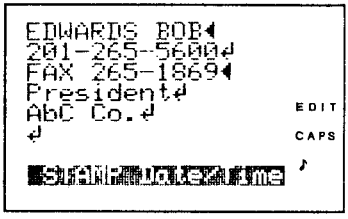
[▼] ... [▼] [▶] ... [▶]
[↵] [↵]



4. Display the "time stamp" menu.

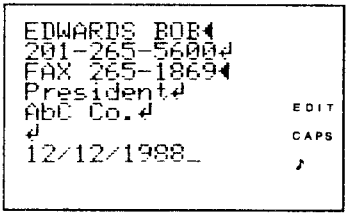
[SHIFT] [T]

("STAMP Date/Time" will appear at the bottom of the display.)



5. Enter the date.

[D]



Notes:

- Press [T] to stamp the time.
- Press [SPC] to stamp both the date and time.
- Press [↵] to send the cursor to the next line after the date or time has been stamped.
- Press [ENTER] after the date or time have been stamped to store it in the memory along with the entry.
- To cancel the time stamp display, press [C•CE] or [SHIFT] [T].

PERIPHERAL DEVICES

The Organizer features a remarkably wide range of functions for its size. Even broader usefulness can be achieved by hooking it up to various optional devices such as IC cards, printers, cassette recorders, data transfer cables, PC interfaces, and so forth. Be sure to connect these devices properly to the Organizer. Refer to the operation manual of each optional device for operating instructions.

CAUTION: When new data is loaded into the Organizer, previous data will be written over and deleted.

After loading data into the Organizer, the following will occur depending on the type of data that is loaded:

	Type of data loaded		
	One item of data	All data for one mode	All data
UNIT TO UNIT	Will be loaded as additional data	Data previously stored in that mode will be deleted.	Cannot be used
Cassette tape	Cannot be used	Data previously stored in that mode will be deleted.	All previous data will be deleted.

"Cautions when connecting the Organizer to the CE-50P Printer (Optional)"

When using the EA-23E AC adaptor as the power supply for the CE-50P, data including highlighted characters may not be printed (such as when printing anniversaries, etc.).

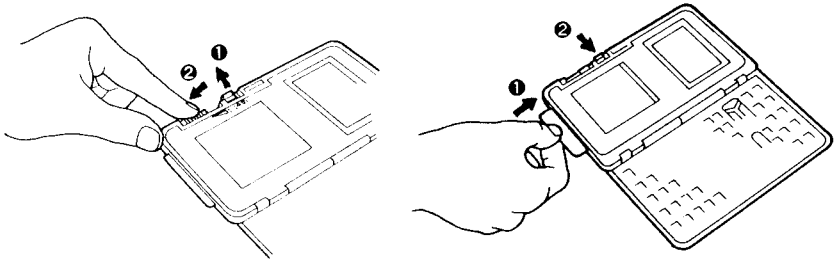
When printing data including highlighted characters, install AA (R6) batteries in the CE-50P. Do not connect the AC adaptor.

Installing the various IC cards

Before installing any of the available IC cards in the Organizer, be sure to remove the protection card from the IC card slot. Also, keep the protection card where it will not be lost and replace it in the slot after use.

Inserting the IC card

1. Press [OFF] to turn the power off.
2. Set the card lock switch on the left side of the Organizer to RELEASE by pulling it outward to the left.
3. Press the card removal lever on the left side of the Organizer downward in the direction of the arrow.
4. Remove the protection card from the IC card slot.
5. Insert the IC card firmly as far as it will go into the IC card slot in the Organizer.
6. Set the card lock switch to LOCK by pushing it back to the right. (Note that the Organizer cannot be turned on when the card lock switch is set to the "RELEASE" position.)



Notes:

- When the IC card is removed from the Organizer, be sure to re-insert the protection card. This protects the transparent key on the insert portion of the IC card from damage.
- Make sure to turn the power off by pressing [OFF] before installing or removing the optional IC card. If not, any key other than the RESET switch will not function and data stored in memory may be lost.

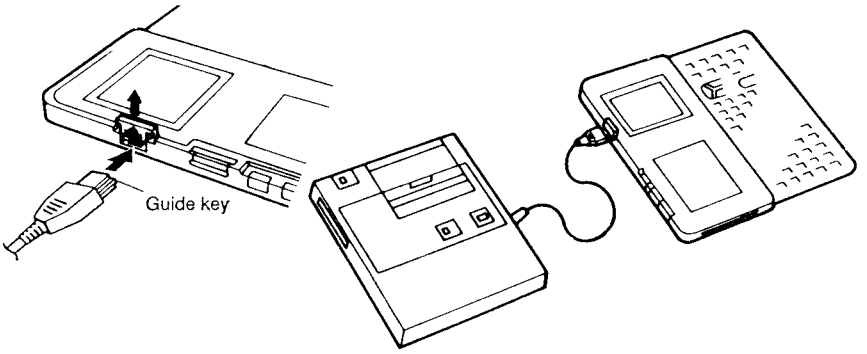
Printing out information stored in the Organizer with the CE-50P Printer

The information stored in the Organizer can be printed out by connecting it to a CE-50P printer.

Note: When the secret function is engaged, entries which are coded as secret data will not be printed out. To print these, you must turn off the secret function.

Connecting the printer

1. Turn off both the Organizer and the printer.
2. Push the cover up to reveal the 4-pin option jack.
3. Connect the printer connector cable to the 4-pin option jack.



Caution:

The cable connector is equipped with a projection (guide key) to indicate its connection position. When connecting it to the 4-pin option jack, make sure the guide key is always positioned to the right.
Improper connection may cause the data stored in the Organizer to be lost.

Note: When no options such as the printer are connected to the Organizer, make sure to replace the cover down over the 4-pin option jack.

If the printer is not turned on or not connected properly, it will not work even if you press [SHIFT] [OPTION] 1. Turn it off, connect it properly, and try again.

Printing out the telephone directory listings

Listings in the telephone directories can be printed out one at a time, all at once from a directory, or all the listings after a given point in a directory can be printed as described below.

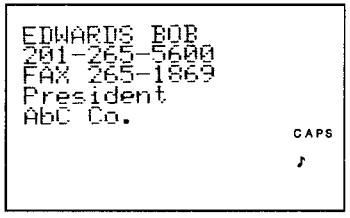
- **Printing out one listing at a time**
  Display the desired item and then press [SHIFT] [OPTION], and select "1 PRINTER" from the option menu.
- **Printing out all the data in the TEL1, TEL2, or TEL3 directories**
  Recall the desired telephone directory with "NAME ?" displayed. Press [SHIFT] [OPTION] and select "1 PRINTER" from the option menu.
- **Printing out all the directory listings beyond a given point**
  Recall the desired directory and display the listing at which you would like to start printing, then press [SHIFT] [OPTION] [SHIFT] and select "1 PRINTER" from the option menu to print out the rest of the directory.

For example, to print out the "EDWARDS" listing from the TEL1 directory:

1. Display the item you wish to print.

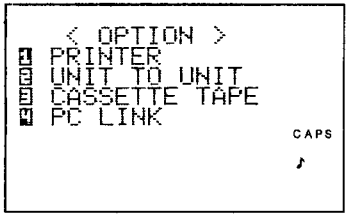
   [TEL] [▽]

   (Press [▽] continuously until the listing appears.)



2. Recall the option menu.

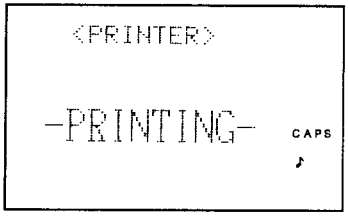
   [SHIFT] [OPTION]



   (This menu allows you to select different options, such as the printer, cassette recorder, etc.)

3. Print out the item.

1



(When printing starts, "PRINTING" will be displayed. After the listing is printed out, the previous display will reappear.)

Printing out items from the schedule agendas

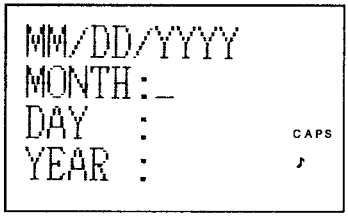
The schedule agenda can be printed out by the following methods:

- **Printing out one schedule item at a time**
  Recall the desired item and press [SHIFT] [OPTION], and select "1 PRINTER" from the option menu.
- **Printing out all the data in the SCHEDULE mode**
  Recall the schedule date input display. Press [SHIFT] [OPTION] and select "1 PRINTER" from the option menu.
- **Printing out all the agenda items on the schedule after a given date**
  Recall the agenda item from which you would like to start printing. Press [SHIFT] [OPTION] [SHIFT] and select "1 PRINTER" from the option menu.

For example, to print out all the items scheduled from January 20, 1989, onward:

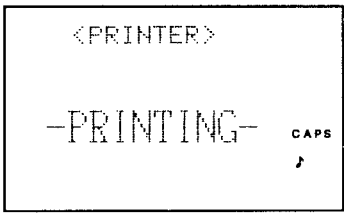
1. Set the agenda items input display.

[SCHEDULE] [C•CE]
[C•CE]



2. Recall the display for January 20, 1989.

01201989 [SCHEDULE]
[SHIFT] [OPTION]
[SHIFT] 1



(All the agenda items after January 20, 1989 will be printed out.)

Printing out the memos

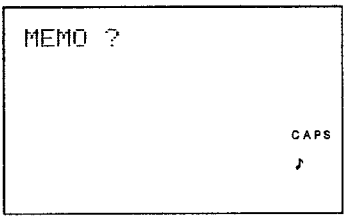
The items stored on the memo list can be printed out by the following methods:

- **Printing out one memo item at a time**
  Display the desired item and then press [SHIFT] [OPTION], and select "1 PRINTER" from the option menu.
- **Printing out all the items in the MEMO mode**
  Recall the memo data input display. Press [SHIFT] [OPTION] and select "1 PRINTER" from the option menu.
- **Printing out all the memo items following a specified entry**
  Recall the memo item from which you would like to start printing. Press [SHIFT] [OPTION] [SHIFT] and select "1 PRINTER" from the option menu.

For example, to print out all the items in the MEMO mode:

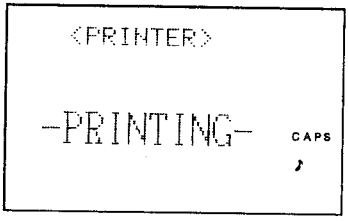
1. Select the memo data input display.

[MEMO] [C•CE]



2. Print out all the items.

SHIFT OPTION 1



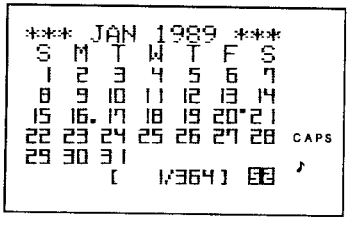
(After the list is printed out, the initial display will re-appear.)

Printing out calendar items, anniversaries, and items from the user dictionary

Display the item(s) you wish to print, then press SHIFT P so that only the displayed items will be printed out. To print out items which are not presently displayed, scroll with ▽ or ▼ until the item is displayed, then print it out.
For example, to print out the calendar for January, 1989:

1. Recall the calendar month for January, 1989.

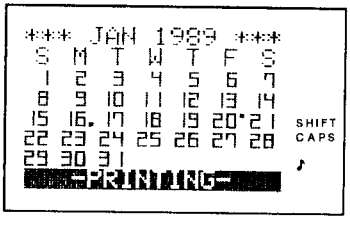
CALENDAR C•CE
C•CE 01 ▼ 1989
CALENDAR



2. Print out the calendar.

SHIFT P

(The month will be printed out exactly as it appears on the display. However, no symbols are printed.)



Note: To stop the printing midway during the printing process, press [ON]. The printing will stop and the previous display will reappear.

Data communications between two Organizers

This function is used to transfer data in the memory of one Organizer to another. The optional data transfer cable, CE-200L, is required for this transfer.

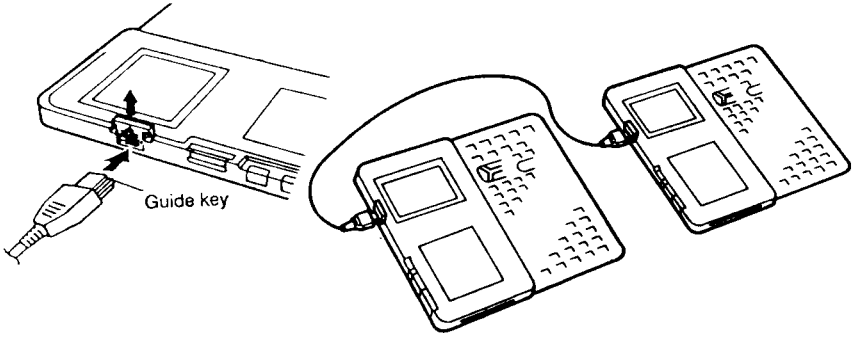
Data transfer can be performed for data in the SCHEDULE, TEL, or MEMO mode.

Data cannot be transferred from the Anniversary mode or the User Dictionary mode.

Note: When performing data transfer and/or verify, turn on the display symbol "♪" on both Organizers. Or an error "I/O DEVICE ERROR" may occur.

Connecting the two Organizers

1. Turn the power off on both units.
2. Push the covers up to reveal the 4-pin option jack of both units.
3. Connect the data transfer cable to the 4-pin option jacks.



Caution:

The cable connector is equipped with a projection (guide key) to indicate its connection position. When connecting it to the 4-pin option jack, make sure the guide key is always positioned to the right.

Improper connection may cause tha data stored in the Organizer to be lost.

Notes: • When options such as the data transfer cable are not connected to the Organizers, make sure to replace the covers down over the 4-pin option jacks.

• During transfer, no keys except [ON] can operate. Pressing [ON] interrupts the transfer.

Preparing the Organizers for data transfer

Press [SHIFT] [OPTION] 2 to display the "UNIT TO UNIT" menu. The "UNIT TO UNIT" menu lists the following functions:

1. **SEND:** Used either to send the data item on the display to the receiving unit, or to send all of the data from the mode being transferred to the receiving unit.
   Select "2 RECEIVE" for receiving unit and "1 SEND" for the sending unit.

2. **RECEIVE:** Used to load the data item on the display into the receiving unit, or to load all of the data in the mode transferred from the sending unit to the receiving unit.
   Select "2 RECEIVE" for the receiving unit and "1 SEND" for the sending unit.

3. **VERIFY:** Used to verify the data item displayed by the sending unit or to verify all of the data sent in the pertinent mode.
   Select "3 VERIFY" for the receiving unit and "1 SEND" for the sending unit. Either unit can be used as the receiving unit.

Notes:

- The TEL1, TEL2, and TEL3 directories are treated as different modes.
- Designate the receiving unit first and then the sending unit.

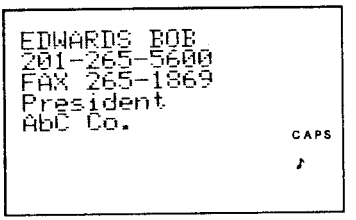
Transferring data from Organizer to Organizer

- **Transferring one item of data in the SCHEDULE, TEL or MEMO mode**
  Display the data you wish to transfer and send it with the "SEND" function.
- **Transferring all the data in the SCHEDULE, TEL, or MEMO mode**

Recall the initial display in the mode you would like to transfer (in the SCHEDULE mode recall the date input display by pressing [C•CE] twice) and select "SEND". During data transfer, secret data (coded with "✱") is also transferred. But, if the secret function is ON, an error will occur. To transfer "EDWARDS" in the TEL1 mode, for example:

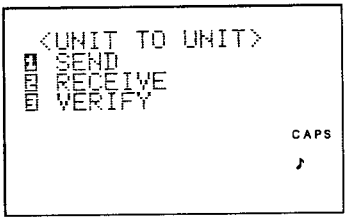
1. Display the item on the sending unit.

[TEL] E [▽]



2. Display the "UNIT TO UNIT" menu on the receiving unit.

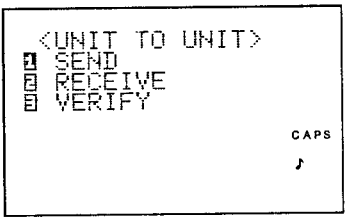
[TEL] [C•CE]
[SHIFT] [OPTION] 2



Note:
Select the same modes for both units (in this instance, TEL1).
Data cannot be transferred between units operating in different modes. "DATA ERROR" will appear on the receiving unit if this is attempted.

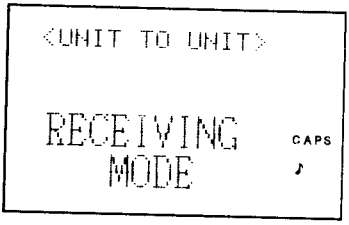
3. Display the "UNIT TO UNIT" menu on the sending unit.

[SHIFT] [OPTION] 2



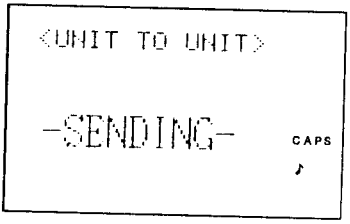
4. Select "2 RECEIVE" on the receiving unit.

2



5. Select "1 SEND" on the sending unit.

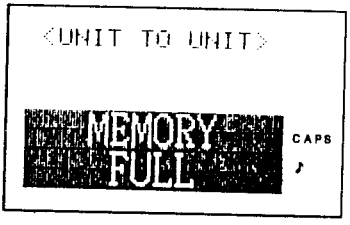
1



(Data transfer between the two units will begin.)

Notes:

- After the data is transferred, verify it with the "VERIFY" function to make sure that it was transferred correctly.
- When the receiving unit does not have sufficient memory capacity to hold the data being transferred, "MEMORY FULL" will appear. If this occurs, press [C•CE], delete any unnecessary items in the memory of the receiving unit, and then retransfer the data.



Verifying data

The VERIFY function can be used to see if the data has been transferred correctly. The process for verifying transmission is almost identical to the sending process. (Note : The "VERIFY" function can be performed only for the SCHEDULE, TEL and MEMO modes.)

Either Organizer can be designated as the receiving unit during verification.

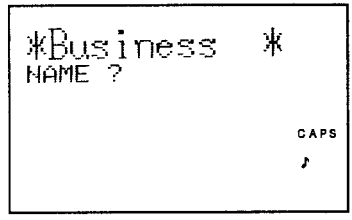
- **Verifying one item of data**
  Recall the data to be verified and select "VERIFY".

- **Verifying all the data in the SCHEDULE, TEL, and MEMO modes**
  Recall the initial display for the mode to be verified (e.g., in the SCHEDULE mode, recall the date input display) and select "VERIFY".

  To verify all the data in the TEL1 mode, for example:

  1. Recall the initial display for TEL1 on the sending unit.

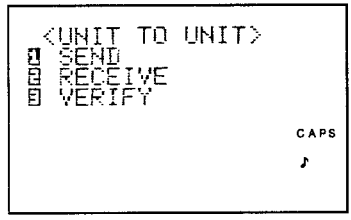
     [TEL]

     ("NAME ?" will appear on the display.)

  2. Display the "UNIT TO UNIT" menu on the receiving unit.

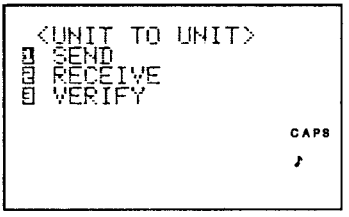
     [TEL] [C•CE]
     [SHIFT] [OPTION] 2

     (Make sure that both the sending and receiving units are set to the same mode.)

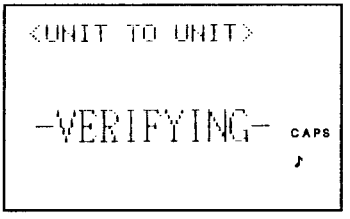
3. Display the "UNIT TO UNIT" menu on the sending unit.

SHIFT OPTION 2



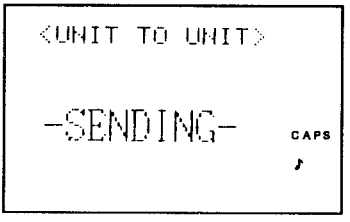
4. Select "3 VERIFY" on the receiving unit.

3



5. Select "1 SEND" on the sending unit, which initiates data verification.

1



Note: When the data in the receiving unit and sending unit do not match up, an error occurs. If this occurs, re-verify the data. If the error message still appears, retransfer the data.

Receiving data

After the data is transferred, verify it with the "VERIFY" function to make sure that it was transferred correctly.

Loading one data item into the SCHEDULE, TEL or MEMO mode
Display the item and load it into the receiving unit with the "RECEIVE" function.

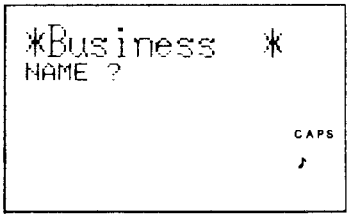
Transferring data in the SCHEDULE, TEL or MEMO modes
Receiving cannot be performed when the secret function is on in the receiving unit. When this occurs, "SECRET ON MODE" appears on the display. Press [C•CE] and cancel the secret function in the receiving unit.
Recall the initial display for the mode to be transferred (e.g., in the SCHEDULE mode, recall the date input display) and select "RECEIVE".
To receive the data stored in TEL1:

Note: Any data in the same mode in the receiving unit prior to data transfer will be deleted when the new data is received.

1. Recall the initial display for the TEL mode on the sending unit.

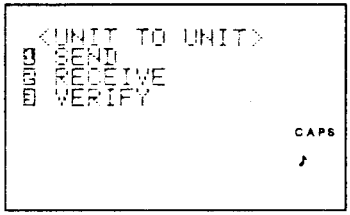
[TEL] [C•CE]

Directory file name for TEL1 (Business) will be displayed.



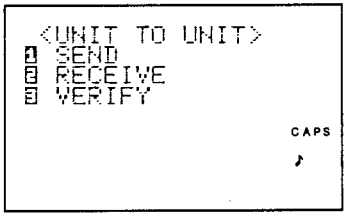
2. Display the "UNIT TO UNIT" menu on the receiving unit.

[TEL] [C•CE]
[SHIFT] [OPTION] 2



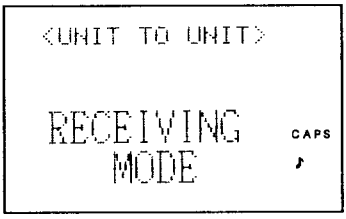
3. Dispaly the "UNIT TO UNIT" menu also on the sending unit.

SHIFT OPTION 2



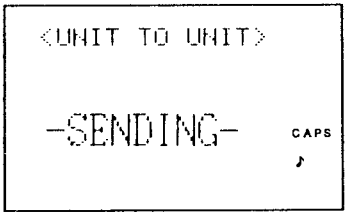
4. Select "2 RECEIVE" on the receiving unit.

2



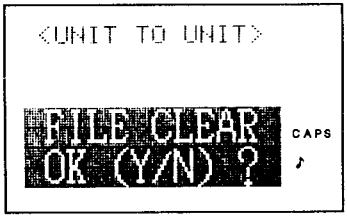
5. Select "1 SEND" on the sending unit, initiating transmission.

1



6. Delete the data from the receiving unit.

Y



The delete prompt appears. Press Y. (To retain the data, press N.)

Stopping sending or receiving midway

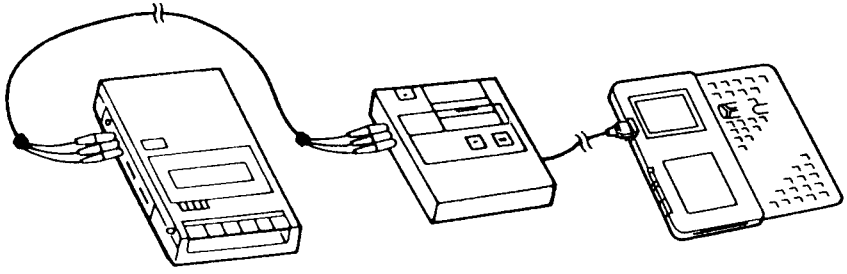
Press [ON] to stop the sending or receiving processes during transfer. After the process is stopped, the previous display reappears.

Recording information on cassette tapes

By connecting the Organizer to the CE-50P printer and then relaying the data to the cassette recorder connected to the printer, the data contained in the Organizer can be stored on tape.

Connecting the cassette recorder to the Organizer

1. Turn off the power to the Organizer, the printer and the cassette recorder.
2. Connect the printer to the Organizer using the same procedure as previously.
3. Connect the cassette recorder to the printer following the instructions given in the cassette recorder operation manual.
4. Load a tape into the recorder.



Printer

Cassette recorder

Notes:

- Be sure to connect the remote terminal and set the remote switch of the CE-50P printer to ON.
  (Turn the remote switch to OFF and then rewind the tape.)
- Even if the cassette recorder is not operating, wait until the "SAVING" and "LOADING" indications turn themselves off before operating it.

- During transfer, no keys except [ON] can operate. Pressing [ON] interrupts the transfer.

Saving and loading data onto the cassette recorder

First, recall the option menu by pressing [SHIFT] [OPTION] and then select "3" from the option menu to display the CASSETTE TAPE menu on the display.

The cassette tape menu lists the following functions:

1. SAVE: Used to save items in the specified mode.

2. LOAD: Used to load items from the tape into the Organizer in the specified mode.

3. VERIFY: Used to verify that the data was saved or loaded properly in the specified mode.

4. BACKUP: Used to save all data stored in the Organizer, including anniversary data and the user dictionary.

5. RESTORE: Used to reload all of the data removed from the Organizer and rewrite the memory.

6. BACKUP VERIFY: Used to verify all data including anniversary data and the user dictionary.

Notes:

- The "4 BACKUP", "5 RESTORE", and "6 BACKUP VERIFY" functions can be performed in any mode.
  However, when the optional IC card is inserted, the "BACKUP", "RESTORE", and "BACKUP VERIFY" functions are performed on the data in the optional IC card.
  Therefore, remove the optional IC card first and then perform the "BACKUP" function on the data in the Organizer.
- The TEL1, TEL2, and TEL3 directories are treated as different modes.

Saving data from the Organizer on a tape

Saving all the data stored in the SCHEDULE, TEL, or MEMO mode on a tape

Recall the initial display for the chosen mode (in the SCHEDULE mode recall the date input display) and then save the data.

If the Organizer's secret function is on, no data will be recorded on the tape.

Saving all the data

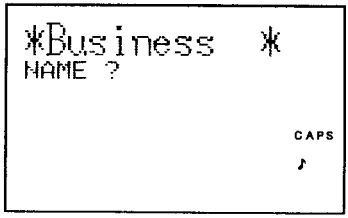
If the secret function has been left on, the tape will record all the data including the password. If the secret function is off, all the data will be recorded but the password will be lost.

Select "BACKUP" in any mode.

For example, to save all the telephone listings in the TEL 1 mode :

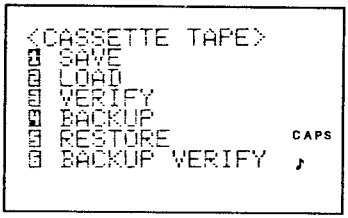
1. Recall the initial display for TEL1 mode.

[TEL] [C•CE]



2. Select "3 CASSETTE TAPE".

[SHIFT] [OPTION] 3



(From the CASSETTE TAPE menu various functions can be selected such as "SAVE", "LOAD", etc.)

3. Select "1 SAVE".

1

(The file name input display will appear.)

4. Input the file name.

DATA [SPC] 1

Notes:

- Set the cassette recorder into the recording mode. (The data will be saved under the file name, "DATA 1".)
- File names can be input employing up to 8 letters, numbers, or symbols (except [↵]).
- For details on operating the cassette recorder, refer to the operation manual supplied with the recorder.

5. Transfer the information onto the tape.

[ENTER]

The display will return to the previous display and the telephone directory listings for the TEL1 mode will be recorded on the tape. Verify that the data has been saved correctly.

Verifying that the data has been saved properly on the tape

Whether or not the data has been saved properly can be checked using the verify function.

Verifying the data in the SCHEDULE, TEL, or MEMO mode
Recall the initial display (in the SCHEDULE mode, recall the date input display) and select "VERIFY".

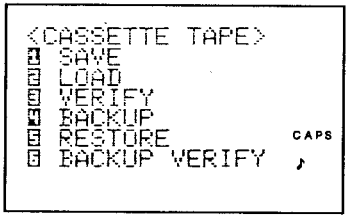
Verifying all the data
Select "BACKUP VERIFY" in any mode.
To verify data in TEL1 mode, for example:

1. Rewind the tape to the position just before the data which was recorded.

2. Select the mode of data to be verified (select TEL1, for example).

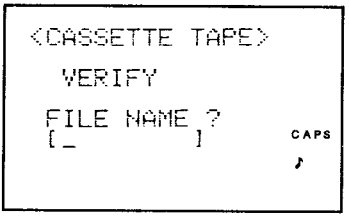
3. Select "3 CASSETTE TAPE".

SHIFT OPTION 3



4. Select "3 VERIFY".

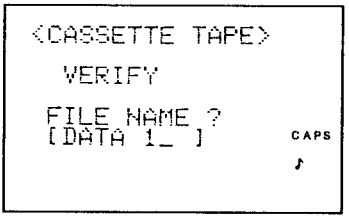
3



(Set the cassette recorder into the playback mode.)

5. Input the file name.

DATA SPC 1

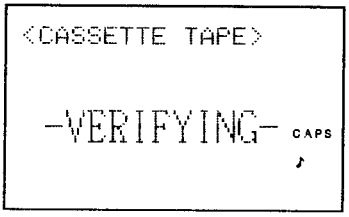


Notes:

- When you input the file name, make sure to do so the same way you originally entered it.
- If you do not enter the file name, the first item saved on the tape will be verified.

6. Verify the data.

ENTER



Notes:

- After the data is verified the initial display will reappear.
- When the information contained in the Organizer and that loaded on the tape do not match up, an error occurs. Repeat the verifying procedure. If the error persists, re-record the information from the Organizer.

Loading data from the tape back into the Organizer

Data cannot be loaded back into the Organizer while the secret function is on. When "SECRET ON MODE" is displayed, press C•CE and exit the secret mode.

Also, it is a good idea to verify data after it is reloaded, to make sure it was loaded correctly.

Loading data back into the Organizer for the SCHEDULE, TEL, and MEMO modes

Recall the initial display of the mode in which the data was saved (in the SCHEDULE mode, recall the date input display), and select "LOAD".

Loading all the data back into the Organizer

Use the "RESTORE" function in any mode.

Besides the data, the password contained on the tape will be transferred to the Organizer after loading.

For example, to load all the data previously saved on the tape back into the Organizer, first delete all of the data presently in the Organizer as follows:

1. Recall the option menu, and select "3 CASSETTE TAPE".

C•CE SHIFT
OPTION 3

2. Select "5 RESTORE".

5

(The delete prompt appears.)

3. Press Y. (To retain the data, press N. The previous display will reappear.)

Y

(The file name input display appears.)

4. Input the file name.

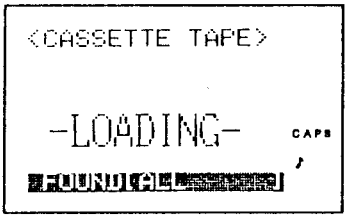
ALL

Set the cassette recorder to the playback mode so that it will read the file name "ALL".

Note: If the file name was omitted when loading the data, the first file saved on the tape will be loaded.

5. Load the data.

ENTER



(When loading is complete, the initial display will reappear.)

Note: If you loaded the data using "LOAD", all the data stored in that mode will change and the original data will be deleted.

Halting the save or load functions midway

Press ON to stop the saving or loading functions before they are completed. (After the save or load processes are stopped midway the previous display will reappear.)

Precautions on using cassette recorders and tapes

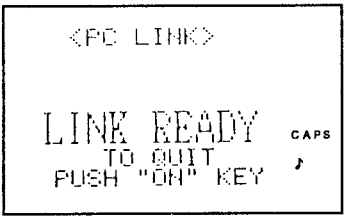
1. Always use the same cassette recorder unit for recording and loading. If a different recorder is used, loading may not be performed properly.
2. Always keep cassette recording heads clean. Dirty recording heads may lower recording performance and make saving and loading difficult.
3. Use standard tapes available commercially. Do not use tapes with poor frequency characteristics, or old tapes with scratches or creases.

Note: When you record the data onto the tape, jot down the position of the tape counter. This will be helpful in relocating data when reloading it into the Organizer.

PC LINK transfer

Data can be easily transferred between the Organizer and personal computers using PC LINK transfer software via the 15-pin options jack located on the top of the Organizer. (Refer to the operation manual supplied with the optional PC LINK software.)
Recall the option menu and select "4 PC LINK".

[SHIFT] [OPTION] 4



Now the Organizer is capable of sending and receiving transmisions from the personal computer. After the transfer is completed the previous display reappears.
During transfer, no keys except [ON] can operate. Pressing [ON] interrupts the transfer.

Reference

Option display and description of functions

When you press [SHIFT] [OPTION], the option display appears listing the following functions:

1. PRINTER

   Prints the data stored in the Organizer (one data item at a time, all the data for each mode, or all the data remaining in the mode beginning with the item appearing on the display to the end of the list).

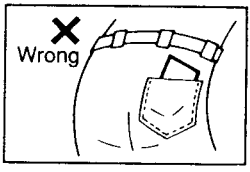
2. UNIT TO UNIT
   1. SEND — Sends data to another Organizer (the displayed item alone or all the data in one mode).
   2. RECEIVE — Receives data from the other Organizer (the displayed item alone or all the data in one mode).
   3. VERIFY — Verifies that data was transferred properly between Organizers (the displayed item or all the data in one mode).

3. CASSETTE TAPE
   1. SAVE — Saves all the data in a designated mode on cassette tape.
   2. LOAD — Loads the data that has been coded for a specific mode on a cassette tape back into the Organizer.
   3. VERIFY — Verifies that the data saved on the tape or loaded back into the Organizer was correctly transferred. (Perform the verification operation for each mode employed.)
   4. BACKUP — Transfers all the data stored in the Organizer onto a cassette tape.
   5. RESTORE — Loads all the data saved on a cassette tape back into the Organizer.
   6. BACKUP VERIFY — Verifies that all the data from a tape has been transferred into the Organizer.

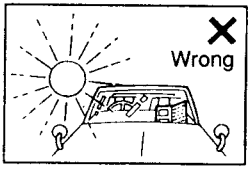
4. PC LINK

Using PC LINK software, data can be transferred easily between the Organizer and a personal computer. (Refer to the optional software operation manual.)

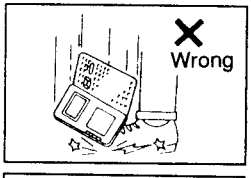
Caring for your Organizer



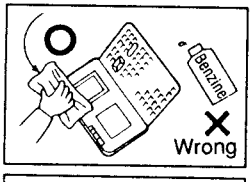
Do not carry the Organizer around in your back pocket, because sitting on it may break it. The display is made of glass and is particularly vulnerable.



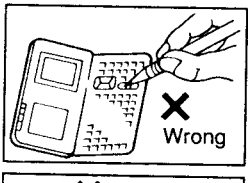
Keep the Organizer away from heat (on a car dashboard or near a heater, for example), humidity, and dust — these may cause it to malfunction.



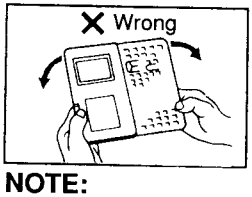
Do not drop it or allow anything to hit it.



Clean it with a soft, dry cloth and use no solvents (no paint thinner or benzine, etc.).



Tap the keys softly; too much force may damage them.



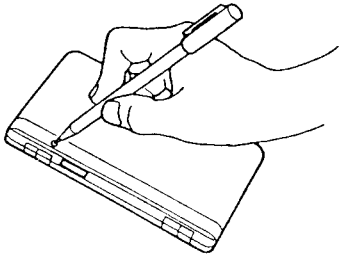
Bending the Organizer will damage the internal circuits.

NOTE:

Do not carry the Organizer in your pocket or bag together with sharp or hard objects, because it may scratch the Organizer.

When trouble occurs

An impact or a strong external electrical field may clear the display and leave none of the keys operational. Press the RESET switch on the back of the Organizer.



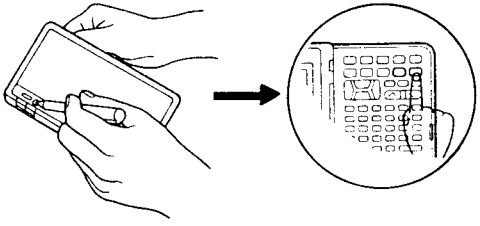
The impact or external electrical field may erase some or all of the Organizer's memory. Press the RESET switch with the tip of a ball-point pen or similar object, but not anything breakable (like a pencil point or a needle).

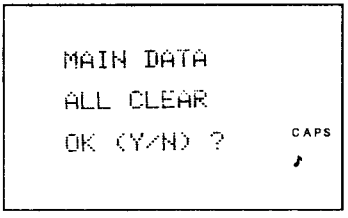
All RESET operation

If a problem occurs after replacing the batteries, or if the Organizer does not function properly even after the above RESET operation, perform the following:

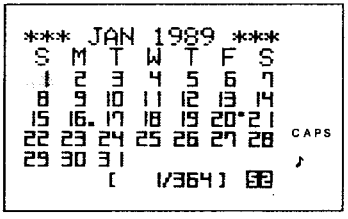
1. While holding [ON], press the RESET switch on the back. Release the RESET switch and then release [ON].

   The following display will appear.





2. Press [N].



The standard clock is reset, and the standard city is set to New York. The time and date will be 12:00 AM January 1, 1989.

Caution: Do not press [Y] in step 2. Pressing [Y] will delete all data.

Troubleshooting

If the Organizer malfunctions, go over the following checklist before sending it out for repairs:

If	Then you should ...
Nothing appears on the display after you have pressed [ON].	Set the card lock switch to the "LOCK" position. (Refer to page 158.) Replace the batteries. (Refer to page 186.)
The display contrast is insufficient.	Adjust the display contrast. (Refer to page 27.) Replace the batteries. (Refer to page 186.)
The display is too dark. (All the symbols are displayed faintly.)	Adjust the display contrast. (Refer to page 27.)
No beep sounds.	Press [SHIFT] [♪] to display "♪". (Refer to page 27.)
None of the keys function.	Press the RESET switch. (Refer to page 184.)
"MEMORY FULL" is displayed.	Delete all unnecessary data, then input the new data.
The alarm does not sound at the set time even though it has been set.	Even though "▲" is displayed (indicating that the alarm has been set), the alarm will not sound if "🔔" is off. Press [SHIFT] [🔔] to display "🔔". (Refer to page 127.)
The display fades while pressing a key.	Continue using the Organizer as usual. The batteries are becoming weak.

Replacing the batteries

Batteries used in the Organizer:

Type	Model	Qty.	Use
Lithium battery	CR2032	2	Unit operation
Lithium battery	CR1616	1	Memory backup

The standard built-in clock and world city clock are powered by the operating batteries.

Precautions when replacing the batteries

- Before replacing the battery, be sure to press [OFF] to turn the power off.
  Do not replace the memory backup battery while the operating batteries are not in the Organizer or when they are depleted ("BATT" will be displayed when you turn the power on).
  Do not remove both the operating and memory backup batteries at the same time. All the data stored in the memory will be lost.
  Before removing the batteries for replacement, jot down the important data stored in the Organizer in hard copy form.
- If there is an IC card in the Organizer, be sure to remove it before replacing the batteries.

Precautions on battery use

Always replace both operating batteries at the same time.
Do not use an old battery and a new one together.
Use only the specified lithium batteries.
Replace the memory backup battery at least every 2 years.

Battery precautions

- Keep the batteries out of the reach of children.
- When batteries become weak remove them from the Organizer immediately. If depleted batteries are left in the Organizer for any length of time, they might leak and cause corrosion inside the Organizer.
- Do not dispose of batteries by fire as they may explode.

Operating batteries

Replacement intervals for the power source batteries

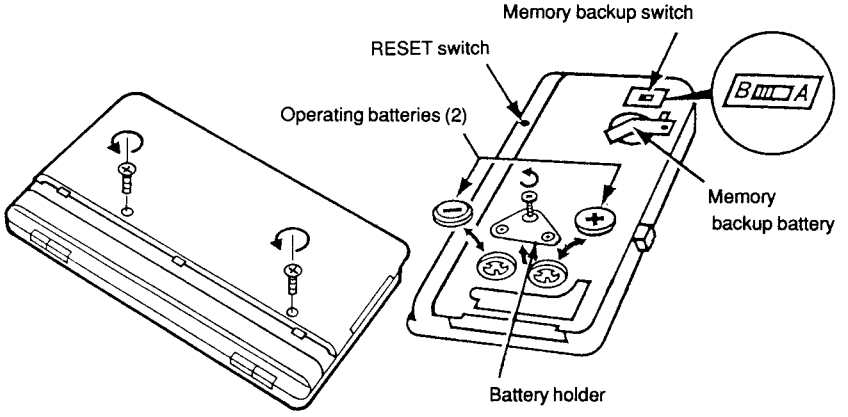
When " BATT " is displayed on the right side of the display, and the LCD becomes too dim to read despite contrast adjustment, the operating batteries are depleted. Press [OFF] to turn the power off and then turn the power back on. If " BATT " remains displayed when you turn the power back on, replace both of the operating batteries immediately.

If you continue using the Organizer with " BATT " visible, the power level will decay beyond the point of Organizer usability.

Note: If you have an optional printer/cassette interface and a cassette recorder, copy all the stored data in the Organizer before replacing the batteries.

Replacing the operating batteries

1. Press [OFF] to turn the power off.
2. Set the card lock switch on the left side of the Organizer to RELEASE by pulling it outwards to the left.
3. If there is an optional IC card in the Organizer, be sure to remove it before replacement.
4. Remove the two screws on the back of the Organizer with a Phillips screwdriver and remove the rear cover.



5. Set the memory backup switch to "B".
6. Remove the screw on the battery holder and remove the old batteries from the battery compartment. (Be sure to keep the memory backup battery installed while doing this.)
7. Clean the new replacement CR2032 batteries carefully with a dry cloth, then insert them, making sure to align the polarity markings as indicated.
8. Fix the battery holder in place with the screw.
9. Press the RESET switch.
10. Reset the memory backup switch to "A".
11. Reattach the rear cover with the screws.
12. Set the card lock switch to LOCK by pushing it back to the right.
13. Press [ON] to turn the power on. Check that the CALENDAR mode is set. If the CALENDAR mode is not set, while holding [ON], press the RESET switch on the back (refer to page 184), and then press [N].

    Caution: Do not press [Y]. Pressing [Y] will delete all data.
14. Set the standard city, the date, and the time for the standard clock (refer to the standard clock section).

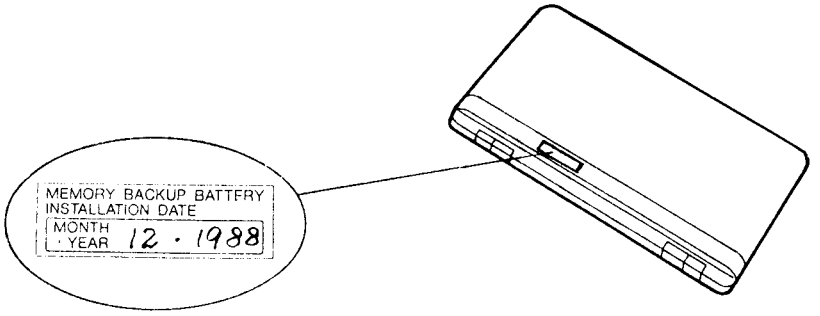
Memory backup battery

The life of the memory backup battery

The memory backup battery in your Organizer has an effective life of about two years under normal operating conditions. Note that temperature extremes can shorten the battery life and cause memory losses. The memory backup battery was installed at the factory.

When you remove the insulation band from the memory backup battery, or replace the battery, write down the date on the label of the Organizer so you know when to replace the battery next time.

For example, if you replace the battery in December, 1988, write:



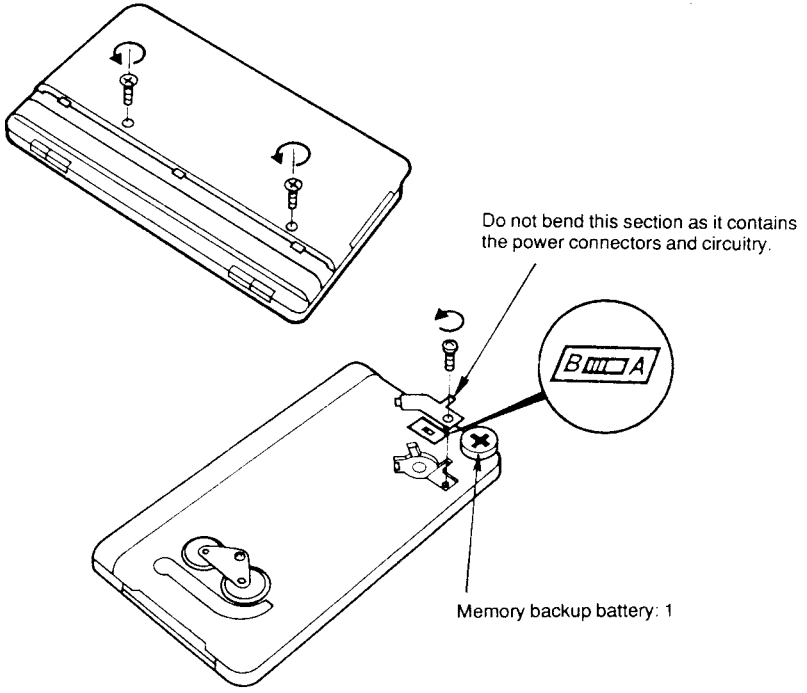
Note: Extremes of temperature will shorten battery life and endanger the memory information.

Replacing the memory backup battery

When replacing the memory backup battery, make sure that the operating batteries are not depleted. If the operating batteries are depleted, replace these before replacing the memory backup battery. If you replace the memory backup battery while the operating battery is depleted, all of the data in the memory will be lost.

1. Press [OFF] to turn the power off.
2. Set the card lock switch on the left side of the Organizer to RELEASE by pulling it outwards to the left.
3. If an optional IC card is inserted in the Organizer, be sure to remove it before replacing the battery.

4. Remove the two screws on the back of the Organizer with a Phillips screwdriver and then remove the rear cover.
5. Set the memory backup switch to "B".
6. Remove the screw on the battery holder, then remove the old battery from the battery compartment. (At this time, make sure that you keep the operating batteries installed.)



7. Clean the new CR1616 battery carefully with a dry cloth, then insert it, making sure to align the polarity marking as indicated.
8. Fix the battery holder in place with the screw.
9. Reset the memory backup switch to "A".
10. Reattach the rear cover with the screws.
11. Set the card lock switch to LOCK by pushing it back to the right.

Specifications

Model:	IQ-7000
Product name:	Electronic Organizer
Display:	96 x 64 dot matrix liquid crystal display 16 columns x 8 lines (with 5 x 7 dot characters) 12 columns x 4 lines (with 8 x 16 dot characters)

Electronic notebook section

Telephone directory mode	Entry and recall of names, phone numbers, and addresses
Schedule mode	Entry and recall of dates, appointment times, and details of appointments Automatic day-forward function, schedule alarm function
Calendar mode	Display of calendars from Jan., 1901 to Dec., 2099 Schedule mark function distinguishing between morning and afternoon appointments
Memo mode	Entry and recall of everyday memos Memo data calculation function
Memory capacity	32K bytes (User area: Approx. 26.5K bytes) Schedule mode capacity: 440 items, each consisting of up to 32 characters Telephone directory mode capacity: 700 items, each consisting of 16 characters for name entry and 16 for number entry These capacities only apply when all the available memory has been committed to a single function.

Maximum character string length per data	Maximum 512 characters (Telephone directory, details of schedules, and memo)
Other features	Secret function, user dictionary, data transfer

Calculator

Digits	10
Functions	addition, subtraction, multiplication, division; constant, square root, percent, memory calculation, estimation

Clock

Crystal oscillation frequency	32,768 Hz
Clock precision	Average variance per day, 1.5 seconds (at 25˚)
Content of displays	year, month, day, day of week, hours, minutes, A.M./P.M., city names
Time system	12-hour and 24-hour clock
World clock function	Display of date and time for the world's cities. Display of daylight saving time

Common

Power	Main power supply: 6 Vdc lithium batteries (CR2032 x 2) Memory backup power: 3 Vdc lithium battery (CR1616 x 1)
Power consumption	0.08 W

Operating time	The time may vary slightly depending on usage and the type batteries used. • Approx. 90 hours Based on continuous display at an ambient temperature of 20˚C. • Approx. 60 hours Based on data search for 5 minutes per hour, and display for 55 minutes per hour, at an ambient temperature of 20°C. • When off, and the clock is running, operating time: Approx. 1 year • Memory backup battery life: Approx. 2 years
Operating temperatures	0˚C to 40˚C
Exterior dimensions	
Open	183 (W) x 163 (D) x 13.2 (H) mm.
Closed	94 (W) x 163 (D) x 21.5 (H) mm.
Weight	Approx. 245 g (including batteries)
Accessories	Lithium batteries (CR2032 x 2, CR1616 x 1), Operation manual

LIST OF WORLD CITIES

No.	City	Country	Hours from GMT
1	KABUL	AFGHANISTAN	+4 1/2
2	TIRANA	ALBANIA	+1
3	ALGIERS	ALGERIA	+1
4	LUANDA	ANGOLA	+1
5	BUENOS AIRES	ARGENTINA	–3
6	ADELAIDE	AUSTRALIA	+9 1/2
7	ALICE SPRINGS	AUSTRALIA	+9 1/2
8	BRISBANE	AUSTRALIA	+10
9	BROKEN HILL	AUSTRALIA	+9 1/2
10	CANBERRA	AUSTRALIA	+10
11	DARWIN	AUSTRALIA	+9 1/2
12	MELBOURNE	AUSTRALIA	+10
13	PERTH	AUSTRALIA	+8
14	SYDNEY	AUSTRALIA	+10
15	VIENNA	AUSTRIA	+1
16	NASSAU	BAHAMAS	–5
17	AL MANAMAH	BAHRAIN	+3
18	DHAKA	BANGLADESH	+6
19	BRUSSELS	BELGIUM	+1
20	PORTO-NOVO	BENIN	+1
21	HAMILTON	BERMUDA	–4
22	THIMBU	BHUTAN	+6
23	LA PAZ	BOLIVIA	–4
24	GABORONE	BOTSWANA	+2
25	BRASILIA	BRAZIL	–3
26	MANAUS	BRAZIL	–4
27	RIO DE JANEIRO	BRAZIL	–3
28	SAO PAULO	BRAZIL	–3
29	SOFIA	BULGARIA	+2
30	OUAGADOUGOU	BURKINA FASO	GMT
31	RANGOON	BURMA	+6 1/2
32	BUJUMBURA	BURUNDI	+2
33	PHNOM PENH	CAMBODIA	+7
34	YAOUNDE	CAMEROON	+1
35	CALGARY	CANADA	–7

No.	City	Country	Hours from GMT
36	EDMONTON	CANADA	–7
37	HALIFAX	CANADA	–4
38	MONTREAL	CANADA	–5
39	REGINA	CANADA	–6
40	SAINT JOHN	CANADA	–4
41	ST. JOHN'S	CANADA	–3 1/2
42	TORONTO	CANADA	–5
43	VANCOUVER	CANADA	–8
44	WINNIPEG	CANADA	–6
45	BANGUI	CENTRAL AFRICA	+1
46	N'DJAMENA	CHAD	+1
47	SANTIAGO	CHILE	–4
48	BEIJING	CHINA	+8
49	BOGOTA	COLOMBIA	–5
50	MORONI	COMOROS	+3
51	BRAZZAVILLE	CONGO	+1
52	SAN JOSE	COSTA RICA	–6
53	HAVANA	CUBA	–5
54	PRAGUE	CZECHOSLOVAKIA	+1
55	COPENHAGEN	DENMARK	+1
56	SANTO DOMINGO	DOMINICAN REP.	–4
57	QUITO	ECUADOR	–5
58	CAIRO	EGYPT	+2
59	SAN SALVADOR	EL SALVADOR	–6
60	ADDIS ABABA	ETHIOPIA	+3
61	NANDI	FIJI	+12
62	HELSINKI	FINLAND	+2
63	TAHITI	FR.POLYNESIA	–10
64	PARIS	FRANCE	+1
65	CAYENNE	FRENCH GUIANA	–3
66	LIBREVILLE	GABON	+1
67	LEIPZIG	GERMAN D.R. *1	+1
68	FRANKFURT	GERMANY, F.R. *2	+1
69	ACCRA	GHANA	GMT
70	ATHENS	GREECE	+2
71	AGANA	GUAM	+10
72	GUATEMALA CITY	GUATEMALA	–6
73	CONAKRY	GUINEA	GMT
74	GEORGETOWN	GUYANA	–3
75	PORT AU PRINCE	HAITI	–5

No.	City	Country	Hours from GMT
76	TEGUCIGALPA	HONDURAS	–6
77	HONG KONG	HONG KONG	+8
78	BUDAPEST	HUNGARY	+1
79	REYKJAVIK	ICELAND	GMT
80	NEW DELHI	INDIA	+5 1/2
81	JAKARTA	INDONESIA	+7
82	TEHRAN	IRAN	+3 1/2
83	BAGHDAD	IRAQ	+3
84	DUBLIN	IRELAND	GMT
85	TEL AVIV	ISRAEL	+2
86	ROME	ITALY	+1
87	ABIDJAN	IVORY COAST	GMT
88	KINGSTON	JAMAICA	–5
89	TOKYO	JAPAN	+9
90	AMMAN	JORDAN	+2
91	NAIROBI	KENYA	+3
92	SEOUL	KOREA	+9
93	KUWAIT	KUWAIT	+3
94	VIENTIANE	LAOS	+7
95	BEIRUT	LEBANON	+2
96	MASERU	LESOTHO	+2
97	MONROVIA	LIBERIA	GMT
98	TRIPOLI	LIBYA	+1
99	LUXEMBOURG	LUXEMBOURG	+1
100	ANTANANARIVO	MADAGASCAR	+3
101	LILONGWE	MALAWI	+2
102	KUALA LUMPUR	MALAYSIA	+8
103	BAMAKO	MALI	GMT
104	NOUAKCHOTT	MAURITANIA	GMT
105	PORT LOUIS	MAURITIUS	+4
106	ACAPULCO	MEXICO	–6
107	HERMOSILLO	MEXICO	–7
108	MEXICO CITY	MEXICO	–6
109	TIJUANA	MEXICO	–8
110	ULAN BATOR	MONGOLIA	+8
111	CASABLANCA	MOROCCO	GMT
112	MAPUTO	MOZAMBIQUE	+2
113	AMSTERDAM	NETHERLANDS	+1
114	NOUMEA	NEW CALEDONIA	+11
115	AUCKLAND	NEW ZEALAND	+12

No.	City	Country	Hours from GMT
116	MANAGUA	NICARAGUA	–6
117	NIAMEY	NIGER	+1
118	LAGOS	NIGERIA	+1
119	OSLO	NORWAY	+1
120	MUSCAT	OMAN	+4
121	KARACHI	PAKISTAN	+5
122	PANAMA CITY	PANAMA	–5
123	PORT MORESBY	PAPUA N.GUINEA *3	+10
124	ASUNCION	PARAGUAY	–4
125	LIMA	PERU	–5
126	MANILA	PHILIPPINES	+8
127	WARSAW	POLAND	+1
128	LISBON	PORTUGAL	GMT
129	SAN JUAN	PUERTO RICO	–4
130	BUCHAREST	ROMANIA	+2
131	KIGALI	RWANDA	+2
132	RIYADH	SAUDI ARABIA	+3
133	DAKAR	SENEGAL	GMT
134	FREETOWN	SIERRA LEONE	GMT
135	SINGAPORE	SINGAPORE	+8
136	MOGADISHU	SOMALIA	+3
137	JOHANNESBURG	SOUTH AFRICA	+2
138	BARCELONA	SPAIN	+1
139	CANARY IS.	SPAIN	GMT
140	MADRID	SPAIN	+1
141	COLOMBO	SRI LANKA	+5 1/2
142	KHARTOUM	SUDAN	+2
143	PARAMARIBO	SURINAME	–3
144	STOCKHOLM	SWEDEN	+1
145	ZURICH	SWITZERLAND	+1
146	DAMASCUS	SYRIA	+2
147	DAR ES SALAAM	TANZANIA	+3
148	BANGKOK	THAILAND	+7
149	LOME	TOGO	GMT
150	PORT OF SPAIN	TRIN.& TOB. *4	–4
151	TUNIS	TUNISIA	+1
152	ANKARA	TURKEY	+2
153	ABU DHABI	U.A.EMIRATES *5	+4
154	KAMPALA	UGANDA	+3
155	LONDON	UNITED KINGDOM	GMT

No.	City	Country	Hours from GMT
156	MONTEVIDEO	URUGUAY	–3
157	ALBUQUERQUE	USA *6	–7
158	ANCHORAGE	USA	–9
159	ATLANTA	USA	–5
160	BALTIMORE	USA	–5
161	BIRMINGHAM	USA	–6
162	BOSTON	USA	–5
163	CHARLOTTE	USA	–5
164	CHICAGO	USA	–6
165	CINCINNATI	USA	–5
166	CLEVELAND	USA	–5
167	COLUMBUS	USA	–5
168	DALLAS	USA	–6
169	DENVER	USA	–7
170	DETROIT	USA	–5
171	HONOLULU	USA	–10
172	HOUSTON	USA	–6
173	INDIANAPOLIS	USA	–5
174	JACKSONVILLE	USA	–5
175	KANSAS CITY	USA	–6
176	LAS VEGAS	USA	–8
177	LOS ANGELES	USA	–8
178	LOUISVILLE	USA	–5
179	MEMPHIS	USA	–6
180	MIAMI	USA	–5
181	MILWAUKEE	USA	–6
182	MINNEAPOLIS	USA	–6
183	NASHVILLE	USA	–6
184	NEW ORLEANS	USA	–6
185	NEW YORK	USA	–5
186	NORFOLK	USA	–5
187	OKLAHOMA CITY	USA	–6
188	OMAHA	USA	–6
189	PHILADELPHIA	USA	–5
190	PHOENIX	USA	–7
191	PITTSBURGH	USA	–5
192	PORTLAND	USA	–8
193	SALT LAKE CITY	USA	–7
194	SAN ANTONIO	USA	–6
195	SAN DIEGO	USA	–8